Edeson InfoTech Global Services

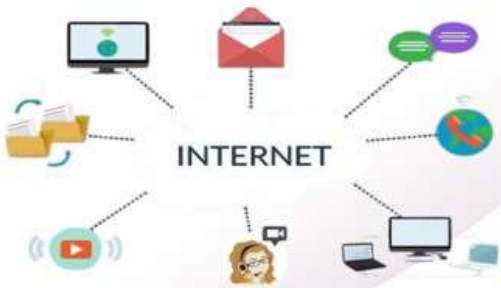
OUR SERVICES: Website Design, Company Registration With CAC, ICT Training, Passport Application, Blogging, Recharge Card Printing, etc.

EDESON INFOTECH GLOBAL SERVICES

DESKTOP PUBLISHING

COMPUTER TRAINING MANUAL

- **COMPUTER APPRECIATION**
- **MICROSOFT WORD**
- **MICROSOFT POWERPOINT**
- **MICROSOFT EXCEL**
- **MICROSOFT ACCESS**
- **MICROSOFT PUBLISHER**
- **INTERNET BASICS**



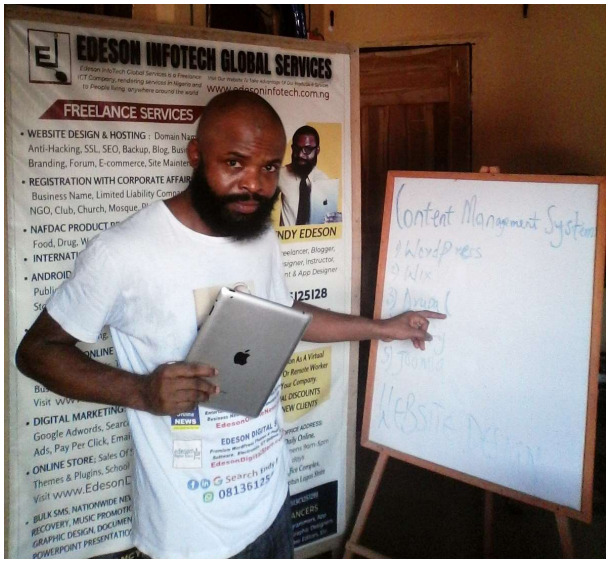
Endy deson
08136125128
edesoninfotech.com.ng

Compiled by ENDY EDESON

TABLE OF CONTENTS

Page 1 About Edeson InfoTech
Page 2 Dedication, All Rights Reserved & Notice
Page 3 Edeson InfoTech Signposts At Ikotun Lagos
Page 4 Edeson InfoTech Adverts
Page 5. Edeson InfoTech ICT Training Sessions
Page 6 Issuance Of Certificates To Edeson Students
Page 7 & 8 Overview of Computer Skills
Page 9 Computer Institutions & Courses
Page 10 Computer Institutions & Facilities
Page 11 Computer Village & Companies
Page 12 Endy Edeson At Computer Village Lagos
Page 13 Most Important People In Nigeria Tech
Page14 Famous Computer Scientists & Tech Gurus
Page 15 Tech Innovation Hubs & Co-Working Spaces
Page 16 Data Centres In Nigeria & Abroad
Page 17 – 22 INTRODUCTION TO COMPUTER

Page 23 Computer Centres And Office Equipments
Page 24 Computer Hardware & Software
Page 25 Parts of Computer
Page 26 Computer Keyboards & Data Recovery
Page 27 Computer Manufacturing Companies In Nigeria & Around The World
Page 28 Computer Mouse & Keyboards
Page 29 Multiple Computer Operating Systems
Page 30 Storage Devices In Computers
Page 31 Computer Memory & Maintenance
Page 32 Formating Computer Drive And Installation
Page 33 Data Protection In Computer
Page 34 – 38 Basic Computer Keyboard & Shortcut
Page 39 – 40 Versions of Microsoft Windows
Page 41 Virtual Printers And Folder Lockers
Page 42 Introduction To Computer Network
Page 43 Use Phone As Computer And Ways To Make Money With Computer
Page 44 How To Use Android Operating System On Computer
Page 45 Artificial Intelligence And Computer Server
Page 46 Generations Of Mobile Communication Technologies
Page 47 Introduction To Graphic Design
Page 48 Learn How To Type
Page 49 Microsoft Office Applications
Page 50 Alternatives To MS Office + How To Convert Scanned Documents To Text
Page 51 Introduction To Microsoft Word
Page 52 Introduction To Microsfoft Excel
Page 53 -54 Introduction To Microsoft PowerPoint
Page 55 Introduction To Microsoft Publisher
Page 56 Introduction To Microsft Access
Page 57 – 59 Internet Terminologies
Page 60 Popular Social Nework Sistes
Page 61 Computer Questions &Answer
Page 62 – 78 Edeson InfoTech Adverts



Buy Recharge Card Thermal Printer & Software From Edeson InfoTech Global Services.

WhatsApp **08136125128**

ABOUT EDESON INFOTECH GLOBAL SERVICES

Edeson InfoTech Global Services is a freelance ICT company founded by Mr. Endy Edeson in Port-Harcourt in 2010 but now operates mainly in Lagos, Nigeria. It was registered with Corporate Affairs of Nigeria on July 2020. Over the years, We have been providing services to individuals, organizations and companies in Nigeria and around the world. We have trained over 1000 people in ICT related courses through physical classes, online classes and media contents.

OUR CORE SERVICES INCLUDE;

Website Design , Hosting & Training: Features Inlcudes SSL, Backup, Anti-hacking, Blog, Business Emails, E-commerce
Registration With Corporate Affairs Commission; Business Name, Limited Liability Company, NGO, Clubs, Church, etc.
Online News Reporting – Blogging/Training: Read Edeson Blog – Entertainment Gits, Technology Trends, Inspirational Stories, Business Tips, Sex Education, Sports, etc.
App Publishing/ Design: Publish Your Apps To Google PlayStore & Apple App Store. Website To App Conversion.
ICT Training : We offer ICT training on Website Design, Blogging, Desktop Publishing, Graphic Design, Digital Marketing, CAC Consultancy, Recharge Card Printing, etc.

ABOUT THE AUTHOR ENDY EDESON

Endy Edeson is a Nigerian Blogger, Businessman, Website Designer, ICT Instructor, Digital Marketer, Freelancer, Google Play Store Android App Publisher and Corporate Affairs Commission Company Registration Consultant. He was born in Rumuji Town, Port-Harcourt Rivers State but lives in Lagos State where he carries out his Freelance Business.

Edeson graduated with a BSc in Political Science from **National Open University**, Victoria Island Lagos State. He also holds a Diploma in Computer Secretarial Administration from ADMAS ICT School Port Harcourt and a **Certificate in Website Development** from Maximum Insight ICT School Port Harcourt. Edeson is the CEO of Edeson InfoTech Global Services and has been providing ICT Services and impacting lives through his multiple media platforms for more than 10 years.
In 2015, Edeson was appointed as the official blogger and web administrator for an International Charity organisation, **Hope Foundation Group Inc**.
In 2018, Edeson produced a photo documentary on Yoruba History & Culture for an upcoming Yoruba TV Channel "PREVIZ TV" based in London.
He relaxes by listening to Music, watching Documentaries and Nollywood movies.

Search & Follow Endy Edeson

Follow ENDY EDESON On TikTok

DEDICATION

This e-book is dedicated to my mother Mrs Eunice Edeson, and to all Edeson InfoTech Clients, Edeson ICT Students, and Followers on Social Media platforms for their support towards achieving my goals in Life.

ALL RIGHTS RESERVED

This e-book, or parts thereof, may not be reproduced in any form or by any means (electronic or mechanical), plagiarized, sold, loaned, shared or used for commercial purposes without written permission from the author.

NOTICE

This e-book is a complete guide to anyone who wants to get started in Basic Computer Knowledge. Readers of this e-book should do more research based on what they learnt. Watch YouTube videos and read other e-books on related topics discussed on this e-book for broader understanding of how Computer works.

First Edition Publication Date: May, 2025

EDESON SIGNPOSTS AT ABARANJE ROAD, IKOTUN LAGOS STATE

bet9ja
Sport Betting · live in-Play · Virtual Sport
PLAY HERE
PROFESSIONAL FREELANCE SERVICES
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WEBSITE DESIGN, HOSTING & TRAINING
REGISTER COMPANY, NGO & CHURCH WITH CORPORATE AFFAIRS COMMISSION (CAC)
NO-CODE APP DEVELOPMENT, PUBLISHING TO GOOGLE PLAY STORE & APPLE iOS STORE
NEWS BLOGGING, BRANDING, DIGITAL / AFFILIATE MARKETING, ICT TRAINING & E-COMMERCE
REGISTER PRODUCT WITH NAFDAC / EXPORT LICENSE
Suite 8 Abioye Plaza, Abaranje Road, Ikotun Lagos

EDESON INFOTECH GLOBAL SERVICES
WEBSITE DESIGN
BLOG DESIGN
ICT TRAINING
REGISTER COMPANY, NGO AND CHURCH WITH CAC
ANDROID APP DESIGN AND PUBLISHING TO GOOGLE PLAYSTORE
WORK AS A FREELANCER
REFER CLIENTS TO EDESON AND GET PAID
Graphic Design, Online Store, Jobs, Digital Marketing, News Blogging, Fashion, Music Promo, etc.
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Endy Edeson

EDESON WEBSITE DESIGN AND HOSTING LAGOS

Our Web services include: Website Design and Development, Website Management, social media management, Web Hosting, Web Domain Name, Secure Sockets Layer (SSL) certificate, E-commerce, ICT Solution, Automation Tools, Search Engine Optimization(SEO), Digital Marketing, Database Management, Payment gateway Integration, Portal Management, Front-end(client-side) developemnt, Sever-side Development, Mobile app development, Software Development.
You will get a discount if you are among first 5 persons that will call us today.

Edeson InfoTech offers advertisers integrated advertising and promotional programs to reach your targeted audience.

- Google Adwords
- Search Engine Optimization
- Google Business Profile Set Up
- Bing Business Profile
- Facebook & Instagram Sponsored
- Website Banner Adverts

EDESON REGISTERS BUSINESS NAMES, COMPANIES, NGOS, SOCIAL CLUBS, SCHOOLS, And CHURCHES & ASSOCIATIONS AT CORPORATE AFFAIRS COMMISSION.

CAC To Remove Dormant Companies, Check If Your Company Is Among. Edeson Can Help You File For Annual Returns And Other Post Incorporation Services. Edeson Carries out all Post Incorporation Services

Corporate Affairs Commission
Company Post Incorporation
Is Now Available At
EDESON INFOTECH GLOBAL SERVICES
* Annual Returns Filing
* Change Of Business Name To Limited Liability Company
* Allotment Or Removal Of Shares
* Change Of Directors Or Trustees
* Company Merger & Acquisition
* Alteration Of Memorandum Of Understanding Of A Company
* Certified True Copy / Extracts
Also Available: Business, Company, NGO & Church Pre-Registration
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08136125128
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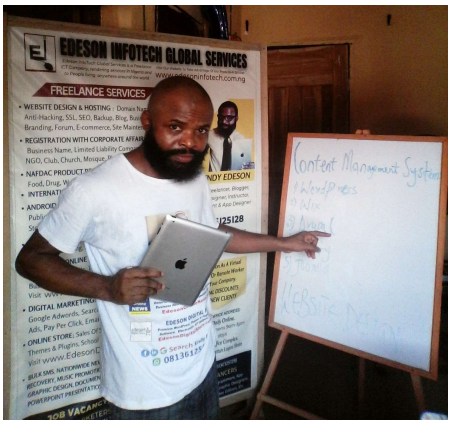
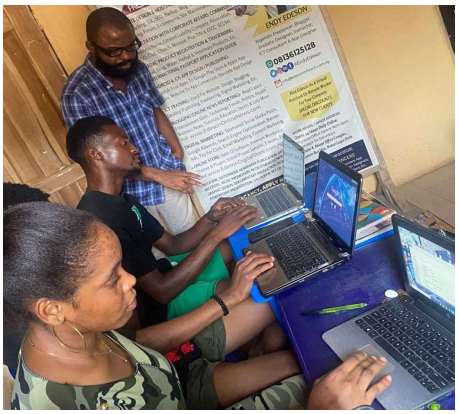
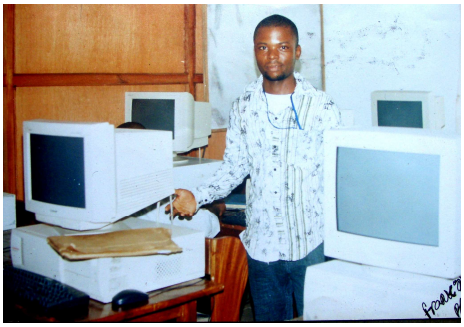
JOB VACANCY; REFER CLIENTS TO EDESON AND GET PAID

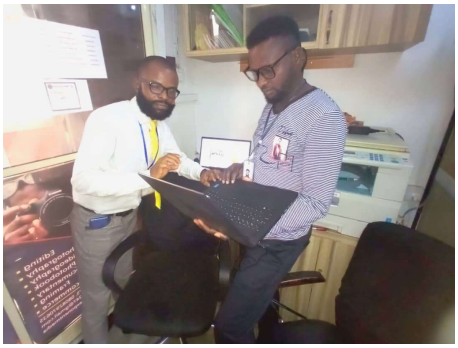
Edeson InfoTech is running an open marketing in any part of Nigeria and abroad. All you need to do is to get customers for us and get a commission from every successful transaction.

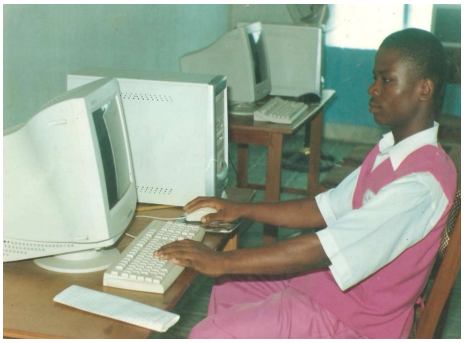
EDESON INFOTECH ICT TRAINING PHOTO SESSIONS

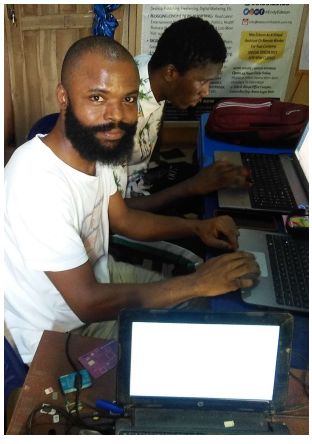












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08136125128
Endy Edeson

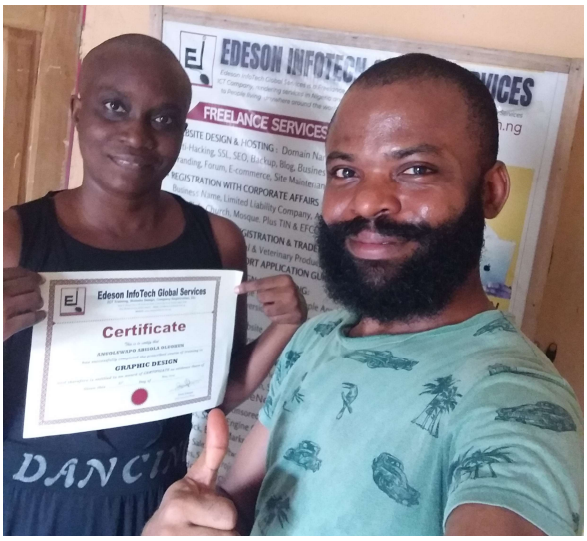
For over 10 years, Edeson has trained many people in ICT related courses in Port Harcourt, Rivers State, Ogun State and Lagos State plus impacted thousands of people around the world through his online educational and entertainment contents.

Courses available at Edeson InfoTech Global Services includes; Website Design, Freelancing, Digital Marketing, Desktop Publishing, Graphic Design, Company Registration With CAC Business Consultancy, Blogging, etc.

Course materials such as Handouts, E-books and Video Tutorials are also available to Students

Students are given Certificates upon completion of their Studies. Admission is on, register now to get started in Tech Career.

CERTIFICATES ISSUED TO GRADUATES OF EDESON INFOTECH ICT TRAINING



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Snapchat WhatsApp LinkedIn Tumblr 08136125128 Endy Edeson

COMPUTER SKILLS

Computer skills are a type of hard skill that refer to any specific ability that makes you particularly good at using computers, software, systems, apps or social media.

Top Computer Skills Examples

Here are examples of the top computer skills to put on your resume.

MS OFFICE SUITE SKILLS

Showing your familiarity with general word processing, spreadsheet, messaging, organizing, or slideshow programs will help increase your chances of landing the role.

Examples of MS Office Suite skills include:

- MS Office (Word, Excel, Outlook, PowerPoint, OneNote, Access)
- Google Suite (Docs, Sheets, Slides, Forms)

EMAIL SKILLS

Email skills are highly valued for customer service, digital advertising, HR roles, technical support, outreach, and client relations.

Email skills include:

- Mail merge
- Filters
- folders
- MailChimp
- Aweber

COMPUTER PRESENTATION SKILLS

Companies rely on digital presentations to disseminate important information to their employees. Selling your digital presentation skills can open doors!

Computer presentation skills include:

- PowerPoint
- Google Slides
- OpenOffice
- Impress
- Tableau

DATABASE MANAGEMENT SKILLS

Large companies need administrators and database professionals to keep their internal systems running.

Database management skills include:

- MS Access
- Oracle
- Teradata
- IBM DB2
- MySQL
- SQL pays off

ORACLE DATABASE SERVICE

QUICKBOOKS SKILLS

There's a lot of demand for expertise in QuickBooks or similar financial software for many accounting roles or office jobs.

QuickBooks skills include:

- Expense tracking
- Accounts payable
- Cash flow management invoicing
- Labor hours
- Payroll
- Reports

intuit quickbooks

SOCIAL MEDIA SKILLS

To survive in today's marketplace, many companies must keep an active presence on social media to engage with their customers.

Social media skills include:

- Facebook
- Instagram
- TikTok accounts
- LinkedIn
- Engagement metrics
- Customer interaction

WEB LANGUAGES SKILLS

For jobs that involve publishing web pages or online business, coding and creating websites are vital. So, it pays to be specific and mention your knowledge of languages and platforms.

Web languages skills include:

- HTML
- CSS
- JavaScript
- WordPress
- Joomla
- Content CMS)
- Code libraries

GRAPHIC DESIGN SKILLS

These skills will be expected in most creative fields. However, they may be a sweet bonus if you're working in a small office environment.

Graphic design skills include:

- Photoshop
- Illustrator
- InDesign
- Acrobat
- Corel Draw

BASIC PROGRAMMING SKILLS

Programming knowledge is constantly changing. You can learn new technologies based on your knowledge of previously known languages.

- Read computer code
- Write simple programs and algorithms
- Python
- Java

ENTERPRISE SYSTEMS SKILLS

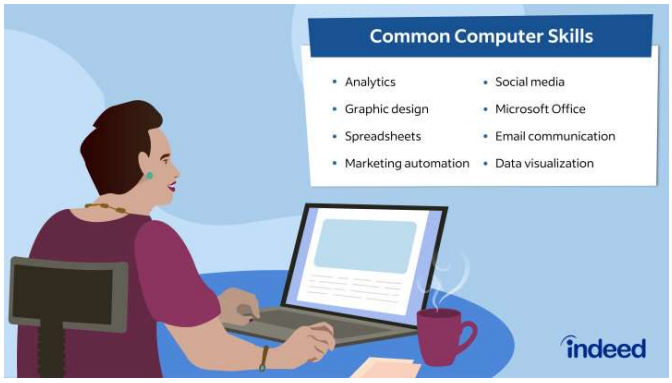
These are large-scale computer packages that can track and control many of the complex functions of businesses.

Enterprise systems skills include:

- Business intelligence
- Business continuity planning
- Customer relationship management (e.g., Salesforce, Oracle NetSuite)
- Payment processing

COMPUTER HARDWARE SKILLS

If you have specialized skills using any specific computer hardware that might be important to a role, it's worth noting.



Computer hardware skills include:

- System administration
- Network configuration
- Software installation
- Tech support
- TCP/IP
- DNS
- DHCP
- Windows
- Ubuntu
- Virtualized networks
- Network automation
- Cloud management
- AI/machine learning

LIST OF ADDITIONAL COMPUTER SKILLS

The demand for computer skills has grown significantly. Listing basic computer skills on a resume is essential to increase your chances of landing an interview.

Check out this list of computer skills examples that you can learn.

- Google Play Store Publishing
- Google Analytics
- Search engine optimization (SEO)
- Photoshop and Illustrator
- Email marketing services
- Hubspot
- WordPress
- Google Workspace
- MS Office
- Google Drive
- Blogging
- Web development
- Open-source data structures
- Coding
- Cybersecurity
- Machine learning
- Debugging
- Algorithm development
- AI programming
- A/B Testing
- Virus monitoring
- Data compression
- Systems diagnostics

COMPUTER SCIENCE UNIVERSITIES IN THE WORLD 2024

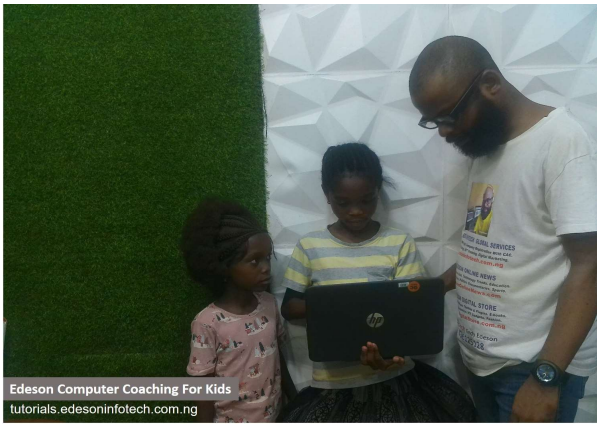
Computer scientists use various mathematical algorithms, coding procedures, and their professional programming skills to study computer processes and develop new software and systems. Candidates should note that Computer science is a course by itself. However, candidates can look at selecting their specialization as offered by every university in the study of computer science.

Universities	Top Universities for Computer Science & Information Systems 2024 – QS World University Rankings by Subject	World University Rankings 2024 by subject: computer science – Times Higher Education (THE)
Massachusetts Institute of Technology (MIT) Cambridge, United States	#1	#3
Carnegie Mellon University Pittsburgh, United States	=2	#4
Stanford University Stanford, United States	=2	#2
University of Oxford Oxford, United Kingdom	#4	#1
University of California, Berkeley (UCB) Berkeley, United States	#5	#10
National University of Singapore (NUS) Singapore, Singapore	#6	#11
Harvard University Cambridge, United States	#7	#6
University of Cambridge Cambridge, United Kingdom	#8	#7
ETH Zurich - Swiss Federal Institute of Technology Zürich, Switzerland	=9	#5
Nanyang Technological University, Singapore (NTU) Singapore, Singapore	=9	#20
École Polytechnique Fédérale de Lausanne (EPFL) Lausanne, Switzerland	=11	#17

REQUIREMENTS TO STUDY COMPUTER SCIENCE ABROAD

- Photocopies of passport.
- A good resume with a detailed summary of your education and work (if applicable).
- Letter of Recommendation by your home country mentor or employer, stating why you're fit for admission.
- Statement of Purpose clearly defines your future goals and purpose to study in the US.
- Academic Transcripts
- Proof of funds via bank statements stating that you've enough balance to pay your 1- year tuition and living fee
- Host Country Visa

10 BEST COMPUTER COURSES TO STUDY IN UNIVERSITY OR TECH ACADEMY



1. ARTIFICIAL INTELLIGENCE (AI)

One of the more popular computer courses today is on AI, which allows for the creation of intelligent computer systems that process and interpret complex data. Kids can also learn Artificial Intelligence.

2. WEB DEVELOPMENT

Learn to use HTML, CSS, and JavaScript to design and create visually appealing, user-friendly websites.

3. PROGRAMMING

Learn programming languages such as Python, Java, or C++. Additionally, develop efficient, error-free code and problem-solving skills, leading to multiple opportunities in the tech industry.

4. CYBERSECURITY

Learn ethical hacking, vulnerability assessment, and encryption to become a valuable asset in protecting sensitive information.

5. DATA ANALYTICS

In our data-driven world, it is critical to analyze and interpret information. Learn how to collect, clean, analyze, and visualize data to derive meaningful insights

6. MACHINE LEARNING

Learn to Create and deploy machine learning models for automation, prediction, and pattern recognition.

7. SOFTWARE ENGINEERING

This course teaches learners how to build robust, scalable software applications.

8. CLOUD COMPUTING

Learn how to use cloud services such as AWS, Azure, and Google Cloud

9. MOBILE APP DEVELOPMENT

Learn to develop iOS and Android applications using frameworks such as React Native or Flutter.

10. INTERNET OF THINGS (IoT)

Learn to Build IoT solutions for automation and data exchange by integrating hardware and software

NIGERIA'S TOP 5 ONLINE UNIVERSITIES THAT OFFERS COMPUTER SCIENCE

Online universities offer degree programs and courses through virtual platforms, allowing students to learn and engage in coursework online, often without physical classes.

Endy Edeson standing in front of National Open University of Nigeria, Victoria Island, Lagos State on graduation day

1. National Open University of Nigeria (NOUN):
Established in 1983, NOUN is a pioneer in online education. NOUN exams and practical lessons holds physically at various Study Centres in Nigeria. You can study Computer Science and Cybersecurity in NOUN. The author of this e-book Endy Edeson graduated from National Open University Victoria Island, Lagos. Though, he studied Political Science (BSc) not Computer Science

2. University of Nigeria, Nsukka (UNN)
UNN is also one of the online universities in Nigeria. It offers Computer Engineering

3. Ahmadu Bello University (ABU)
ABU Distance Learning Center offers Computer Science, Information Technology and Cybersecurity

4 Obafemi Awolowo University (OAU) OAU Distance Learning Center offers Computer Science and Library and Information Science

5. **University of Lagos (UNILAG)**
UNILAG E-Campus offers Cybersecurity and Computer Science.

SILICON VALLEY

Silicon Valley is home to many of the world's largest high-tech corporations, including the headquarters of more than 30 businesses in the Fortune 1000, and thousands of startup companies. Silicon Valley also accounts for one-third of all of the venture capital investment in the United States, which has helped it to become a leading hub and startup ecosystem for high-tech innovation, although the tech ecosystem has recently become more geographically dispersed.

It was in Silicon Valley that the silicon-based integrated circuit, the microprocessor, and the microcomputer, among other technologies, were developed. As of 2021, the region employed about a half million information technology workers.

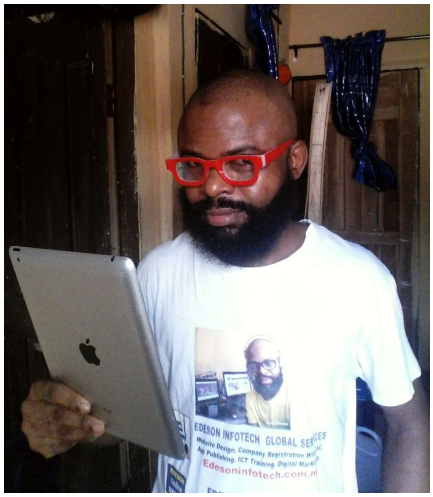
TECH COMPANIES IN SILICON VALLEY

- Adobe
- Apple
- Cisco
- HP
- eBay
- Intel
- Alphabet
- Google
- Microsoft
- PayPal
- Oracle
- Amazon
- Facebook
- Intuit
- Tesla
- Meta

FOREIGN COMPUTER MANUFACTURING COMPANIES YOU SHOULD KNOW

Major **companies** include US-based Apple, Dell, Hewlett Packard Enterprise, and IBM, as well as ASUS (Taiwan), Canon (Japan), and Lenovo (Hong Kong)…

1. Acer
2. Dell
3. Asus
4. Lenovo
5. Apple
6. Microsoft
7. HP
8. Toshiba
9. MSI



NIGERIA COMPUTER MANUFACTURING COMPANIES IN NIGERIA YOU SHOULD KNOW

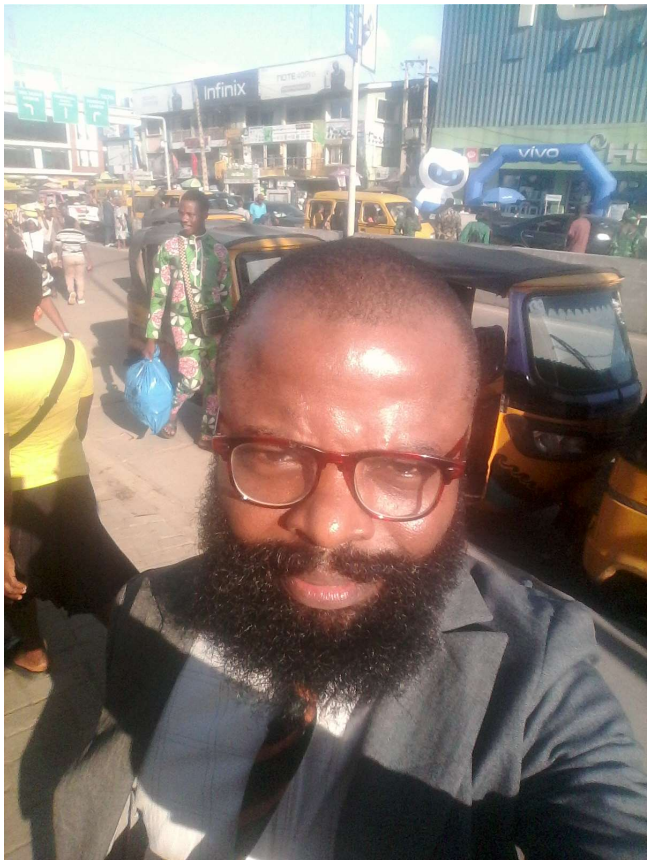
The first indigenous internationally certified Computer Manufacturer in Nigeria, Zinox® boasts the first and only computerized digital assembly plant in West Africa with a daily production capacity of over 5,000 units installed in Gbagada Industrial Estate, Lagos.

Leonard Stanley Nnamdi Ekeh (born February 22, 1956, in Imo State, Nigeria) is a Nigerian businessman. He is the founder and chairman of Zinox Group.

COMPUTER VILLAGE LAGOS NIGERIA

The Computer Village is an Information and Communications Technology (ICT) accessories market located in a community called Otigba, located at Ikeja, the capital of Lagos State, southwestern Nigeria. The market is the largest ICT accessory market in Africa.

The markets also deal in the sale, repair of mobile phones and computers.



Computer Village is located at Ikeja Lagos State Nigeria.

Endy Edeson regularly visits Computer village to buy computer accessories for himself and for his clients. If you are new in Lagos, you can contact Edeson to be your Tour guide at Computer Village.

The president of the Computer and Allied Products Dealers Association of Nigeria, Ojikutu Adeniyi, said that Computer Village generates NGN 1.5 Bn (USD 4,166,666) daily. There are more than 3,000 ICT Small and Medium Enterprises in this market, most of which sell computers,
phones, phone accessories, computer accessories, and other household electronics.
Then, this is the only technology hub West Africa knows of that has signed a strategic partnership with Silicon
Valley in the United States, in bid to promote its infrastructural development. Brands such as TECNO, Gionee, Infinix and others are well represented in this gadget hub.

Going by provided statistics, this Lagos-based market generates as much as $2billion in a year. Data have shown that more than 20 million phones are sold at the village in a month, and the National Bureau of Statistics (NBS) has said that the market contributed about 2 percent to the national gross domestic product (GDP) in 2014.

MOST IMPORTANT PEOPLE IN NIGERIAN TECH

Founders/Entrepreneurs, Media, Policy, Investment and Community Forces in Nigeria Tech Ecosystem.

1. MITCHELL ELEGBE: CEO and Founder, Interswitch Group: Mitchell Elegbe heads Nigeria's biggest and, perhaps, most important payment company, Interswitch, founded in 2002

2. JEREMY JOHNSON: CEO and Co-founder, Andela

No singular company has been more influential to the development of tech talent in Nigeria than Andela, for which Jeremy is co-founder and CEO.

3. TAYO OVIOSU: Founder/CEO, Paga

The story of Tayo and Paga story is one of the biggest positives in Nigerian tech. It is currently servicing over 11 million users and generating millions of dollars in recurring revenue.

4. SHOLA AKINLADE: Co-founder/CEO, Paystack

After the era of e-commerce, payments became the in thing, and Paystack, founded by Shola Akinlade and Ezra Olubi, has been one of the superstar companies, growing year-on-year in revenue and user base and processing over $20 million monthly.

5. GBENGA AGBOOLA: CEO & Co-founder, Flutterwave

Founded in 2016, Flutterwave has established itself as the payment company upon which payment companies are built. Platforms like Uber, Booking.com, & Transferwise all use Flutterwave to process their payments.

6. SIM SHAGAYA: Founder of Konga.com

In 2014, Sim Shagaya was named one of Forbes's most powerful men in Africa. He founded prominent e-commerce companies like DealDey and Konga.com

7. BANKOLE OLUWAFEMI: Editor-in-Chief, Techcabal

Bankole Oluwafemi started blogging on Techcabal.com in 2013, long before Nigeria's startup ecosystem became what it is today.

8. ADEWALE YUSUF - CEO, Techpremier Media, and Publisher, Techpoint Africa

A lot happens in the Nigerian tech ecosystem -- deals, acquisitions, hiring and firing, the rise of one developer community here and the rise of another community there.

9. IYIN ABOYEJI - Serial Entrepreneur, and Co-Founder, Flutterwave and Andela

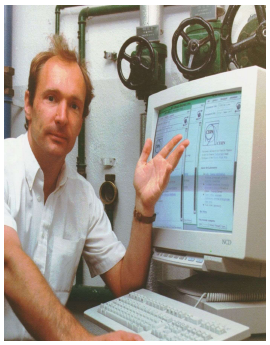
Up until October 2018, Iyinoluwa Aboyeji was the CEO of Flutterwave, one of the most integral payment companies in Nigeria.

10. BOSUN TIJANI AND FEMI LONGE - Co-founders, Co-creation Hub (CcHub)

When Mark Zuckerberg arrived Nigeria in 2016 to tour the tech ecosystem, CcHub was his first destination. Founded by Femi Longe and Bosun Tijani in 2010, the iconic tech hub in the heart of Yaba, Lagos has become, for many, the symbol of how far the Nigerian startup ecosystem has come.

11. MARK ESSIEN, Founder/CEO, Hotels.ng

Behind some of the biggest talents in the Nigerian tech ecosystem is Mark Essien's Hotels.ng.



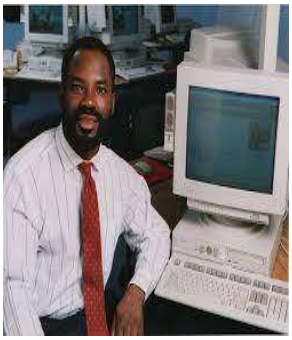
SIR TIM BERNERS-LEE (Born 1955): The inventor of the World Wide Web; a British computer scientist, invented the World Wide Web, revolutionizing the way people access and share information. He created the first web browser, web server, and the Hypertext Markup Language (HTML) that enables web pages to be displayed.

MARGARET HAMILTON (Born 1936): The woman behind the moon landing software; Margaret Hamilton, an American computer scientist and software engineer, was the lead engineer for the Apollo Guidance Computer software that enabled the Apollo 11 mission to land on the moon.

STEVE JOBS (1955-2011): The mastermind behind Apple: Steven Paul Jobs was an American businessman, inventor, and investor best known for co-founding the technology giant Apple Inc. Apple product categories include iPhone, Mac, iPad, and Wearables, Home and Accessories. Its software platforms include iOS, iPadOS, macOS, watchOS, and tvOS. Its services include advertising, AppleCare, cloud services, digital content and payment services.

LARRY PAGE (BORN. 1973) & SERGEY BRIN (Born 1973), The Founders of Google:
Larry Page and Sergey Brin, the co-founders of Google, changed the way we access and use information on the internet.
While pursuing their Ph.D. at Stanford University, they developed the search engine algorithm that would become the foundation of Google.

BILL GATES (BORN 1955): The visionary behind Microsoft; He is an American computer scientist, entrepreneur, and philanthropist, co-founded Microsoft with Paul Allen in 1975, setting the stage for the personal computer revolution. Microsoft Owns Ms Office Suite, Windows, and LinkedIn.



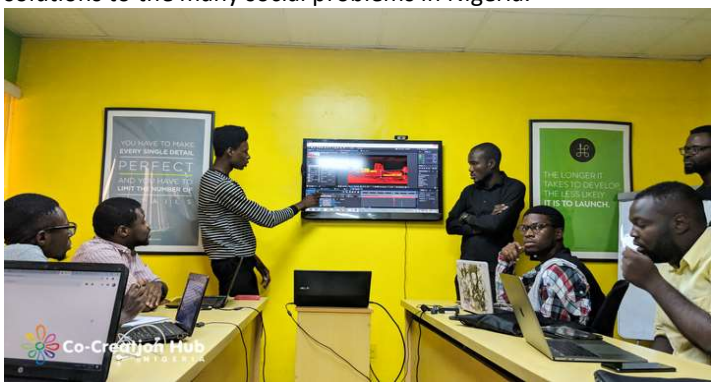
PHILIP EMEAGWALI (Born 1954) Inventor of the world's fastest computer; Philip Emeagwali is a computer scientist originally from Nigeria. In 1989, emulating the bees' honeycomb construction, Emeagwali used 65,000 processors to invent the world's fastest computer, which performs computations at 3.1 billion calculations per second.

SHOLA AKINLADE (Born 2000) and EZRA OLUBI (Born 1986) Founder of PayStack; Shola Akinlade is a Nigerian software engineer and entrepreneur. He is the co-founder and CEO of Paystack, the company that he founded with Ezra Olubi. Paystack was acquired by Stripe in 2020 for $200m

MARK ZUCKERBERG (Born 1984), CEO of Facebook / META; Mark Elliot Zuckerberg is an American businessman. He co-founded the social media service Facebook, along with his Harvard roommates in 2004. His company META owns and operates Facebook, Instagram, Threads, and WhatsApp, among other products and services.

TOP 6 TECH INNOVATION HUBS AND CO-WORKING SPACES IN NIGERIA

1. **CCHUB, LAGOS**: The HUB is a place for technologists, social entrepreneurs, government, tech companies, impact investors and hackers in and around Lagos to co-create new solutions to the many social problems in Nigeria.



2. **VENTURES PARK, ABUJA** : is a curated Co-working Space in a serene environment of the city where entrepreneurs, freelancers and brilliant minds, who share common attitudes, interests, and goals can express their creativity, collaborate and build their dreams.
3. **CoLab, KADUNA:** CoLab is the first innovation hub in Kaduna. It is an innovation hub and a collaborative community for startups, innovators, creatives and entrepreneurs whose purpose is to build a technology ecosystem in and around northern Nigeria, starting from Kaduna.
4. **SnapiLABs, RIVERS:** SnapiLABs is a Technology Innovation lab where ideas, codes, frameworks, plugins and passion are mixed to render services and build platforms that solve real life problems.
5. **START INNOVATION HUB, CALABAR:** It is an ICT firm with an innovation lab in Uyo, Nigeria where it serves as an opportunity center for technical talents and localbusinesses to leverage technology and start up faster

6. **EDESON INFOTECH GLOBAL SERVICES, IKOTUN LAGOS**
This is a Startup privately funded by Freelancer Endy Edesson. Many lagosians have been trained in ICT related courses such as Website Design, Graphic Design, Digital Marketing, etc.

CO-WORKING SPACES ABROAD

1. REGUS
A subsidiary of IWG plc, stands as a pioneer in the coworking space in United States. With over 3,000 locations in over 120 countries, it offers a global network that provides businesses with flexible workspaces

2. INDUSTRIOUS OFFICE
New York-based enterprise, showcases its expansive reach with 135 locations across 40 cities nationwide

3. SPACES
An IWG subsidiary based in Luxembourg, more to a global clientele with its 466 locations worldwide, despite having 117 spots in the United States.

4. LAB T.O
Located in Toronto, Lab T.O presents a unique combination of a coworking space and a technology lab.

5. INNOV8
Stands out in the Indian coworking space sector with its emphasis on modern, creatively designed environments

6. TALENT GARDEN
Talent Garden has established itself as a leading coworking space provider in Europe, boasting 17 locations primarily focused on digital and tech professionals

Endy Edeson 08136125128

DATA CENTRES IN NIGERIA & ABROAD

NIGERIA DATA CENTERS LOCATIONS

Digital Realty
Lagos LOS1 Data Center
8a Saka Tinubu Street, Victoria Island, Lagos, Nigeria

Cato Digital, Inc
africa-west-1
Eti-Osa, Lagos, Nigeria

Digital Realty
Abuja ABV1 Data Center
23 Kolda St, Abuja, Nigeria

Hivelocity
LOS1 Lagos Nigeria
18 Jagal Close, Oregun, Lagos, Ikeja, Nigeria

Zenlayer
LOS1 Lekki Data Center
Chief Chuks Ikokwu Street, Lagos, Nigeria

Open Access Data Centers
Lagos (LOS 1)
Elegushi Royal Beach Lekki Phase I Lagos, Lekki, Nigeria

TOP 3 WORLDWIDE DATA CENTRES

1. AMAZON WEB SERVICES (AWS)
Amazon Web Services (AWS), the cloud computing service of Amazon.com, is the largest cloud service provider and data centre company worldwide.

2. GOOGLE CLOUD
. The company offers a wide range of services in its facilities, combining large drives, computer nodes organised in aisles of racks, internal and external networking, environmental controls and operations software.

3. MICROSOFT AZURE
Microsoft Azure is the cloud computing service of Microsoft and is the second largest cloud service provider and data centre company globally.

DATA CENTERS

Data centers are highly specialized facilities specifically designed to house and manage a vast array of computer systems, servers, networking equipment, and storage infrastructure. The primary purpose of Data Centers is to process, store, and distribute data for various applications and services, such as websites, cloud computing, an enterprise operations.

TYPES OF DATA CENTERS

Here are the main types of Data Centers:

1. Enterprise Data Centers
Individual businesses or organizations own and operate these data centers to support internal IT needs. Large corporations and government agencies typically use enterprise data centers

2. Internet Data Centers (IDCs)
The Internet is a commercial facility that provides businesses and individuals hosting, storage, and Internet connectivity services.

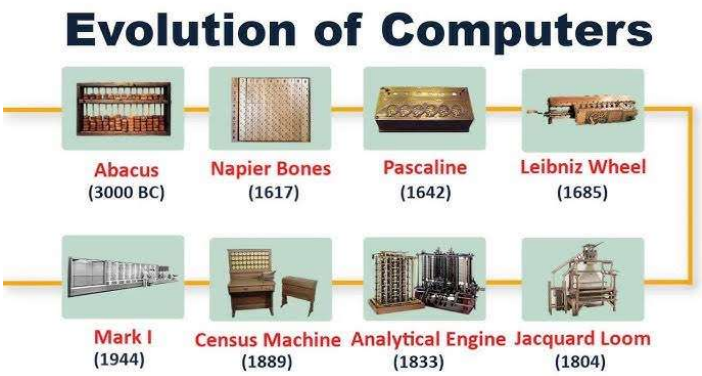
3. Colocation Data Centers
Colocation rents out space, power, and cooling infrastructure to businesses and organizations that prefer to avoid building their facilities.

4. Cloud Data Centers
Clouds are massive facilities owned and managed by cloud service providers like Microsoft Azure, Google Cloud, and Amazon Web Services (AWS). These data centers host many virtual computers and storage resources that enable cloud-based services such as SaaS, PaaS, and IaaS.

5. Managed Services Data Centers
Managed services are run by third-party provider that offer managed IT services to businesses.

WHAT IS A COMPUTER?

A computer is an electronic machine that collects information, stores it, processes it according to user instructions, and then returns the result. A computer is a programmable electronic device that performs arithmetic and logical operations automatically using a set of instructions provided by the user.



Early Computing Devices

People used sticks, stones, and bones as counting tools before computers were invented.
Let us look at a few of the early-age computing devices used by mankind.

1. Abacus

Abacus was invented by the Chinese around 4000 years ago. It's a wooden rack with metal rods with beads attached to them. The abacus operator moves the beads according to certain guidelines to complete arithmetic computations.

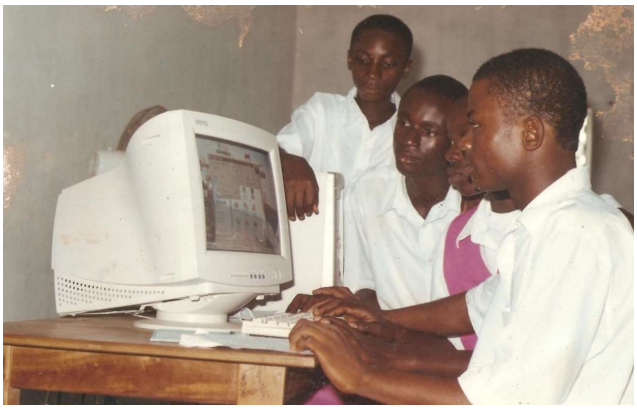
2. Analytical Engine

Charles Babbage created another calculating machine, the Analytical Engine, in 1830. It was a mechanical computer that took input from punch cards. It was capable of solving any mathematical problem and storing data in an indefinite memory.

3. Mark I

Howard Aiken planned to build a machine in 1937 that could conduct massive calculations or calculations using enormous numbers. The Mark I computer was constructed in 1944 as a collaboration between IBM and Harvard

BRIEF HISTORY OF COMPUTERS



The inventors who worked tirelessly to bring the computer into the world had to realize that what they were creating was more than just a number cruncher or a calculator. The history of the computer is the history of these difficulties being solved.

19th Century

1801 – Joseph Marie Jacquard, a weaver and businessman from France, devised a loom that employed punched wooden cards to automatically weave cloth designs.

1822 – Charles Babbage, a mathematician, invented the steam- powered calculating machine capable of calculating number tables. The "Difference Engine" idea failed owing to a lack of technology at the time.

1848 – The world's first computer program was written by Ada Lovelace, an English mathematician. Lovelace also includes a step-by-step tutorial on how to compute Bernoulli numbers using Babbage's machine.
1890 – Herman Hollerith, an inventor, creates the punch card technique used to calculate the 1880 U.S. census. He would go on
to start the corporation that would become IBM.

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20TH CENTURY

1971 – The floppy disc was invented by Alan Shugart and a team of IBM engineers. In the same year, Xerox developed the first laser printer, which not only produced billions of dollars but also heralded the beginning of a new age in computer printing.

1973 – Robert Metcalfe, a member of Xerox's research department, created Ethernet, which is used to connect many computers and
other gear.
1974 – Personal computers were introduced into the market. The first were the Altair Scelbi & Mark-8, IBM 5100, and Radio Shack's TRS-80.
1975 – Popular Electronics magazine touted the Altair 8800 as the world's first minicomputer kit in January. Paul Allen and Bill Gates
offer to build software in the BASIC language for the Altair.
1976 – Apple Computers is founded by Steve Jobs and Steve Wozniak, who expose the world to the Apple I, the first computer with a single-circuit board
1978 – The first computerized spreadsheet program, VisiCalc, is introduced.
1979 – WordStar, a word processing tool from MicroPro International, is released.

1981 – IBM unveils the Acorn, their first personal computer, which has an Intel CPU, two floppy drives, and a colour display. The MS-DOS operating system from Microsoft is used by Acorn.

1983 – The CD-ROM, which could carry 550 megabytes of pre-recorded data, hit the market. This year also saw the release of theGavilan SC, the first portable computer with a flip-form design and the first to be offered as a "laptop."
1984 – Apple launched Macintosh during the Superbowl XVIII commercial. It was priced at $2,500

1985 – Microsoft introduces Windows, which enables multitasking via a graphical user interface. In addition, the programming language C++ has been released.
1990 – Tim Berners-Lee, an English programmer and scientist, creates HyperText Markup Language, widely known as HTML. He also coined the term "WorldWideWeb." It includes the first
browser, a server, HTML, and URLs.
1993 – The Pentium CPU improves the usage of graphics and music on personal computers.

1995 – Microsoft's Windows 95 operating system was released. A $300 million promotional campaign was launched to get the news out. Sun Microsystems introduces Java 1.0, followed by Netscape Communications' JavaScript.
1996 – At Stanford University, Sergey Brin and Larry Page created the Google search engine.
1998 – Apple introduces the iMac, an all-in-one Macintosh desktop computer. These PCs cost $1,300 and came with a 4GB hard drive, 32MB RAM, a CD-ROM, and a 15-inch monitor.
1999 – Wi-Fi, an abbreviation for "wireless fidelity," is created, originally covering a range of up to 300 feet

21 Century

2000 – The USB flash drive is first introduced in 2000. They were speedier and had more storage space than other storage media options when used for data storage.

2001 – Apple releases Mac OS X, later renamed OS X and eventually simply macOS, as the successor to its conventional Mac Operating System.
2003 – Customers could purchase AMD's Athlon 64, the first 64-bit CPU for consumer computers.
2004 – Facebook began as a social networking website.
2005 – Google acquires Android, a mobile phone OS based on Linux.

2006 – Apple's MacBook Pro was available. The Pro was the company's first dual-core, Intel-based mobile computer. Amazon Web Services, including Amazon Elastic Cloud 2 (EC2) and Amazon Simple Storage Service, were also launched (S3)
2007 – The first iPhone was produced by Apple, bringing many computer operations into the palm of our hands. Amazon also st released the Kindle, one of the first electronic reading systems, in 2007.

Chegg
KEYS DEVELOPMENT OF COMPUTING LANDSCAPE
Vacuum Tubes and ENIAC (Nineteen Forties)
Transistors and Integrated Circuits (Nineteen Fifties-60s)
Microprocessors and Personal Computers (1970s-80s)
Graphical User Interfaces (Eighties-90s)
World Wide Web
Internet and World Wide Web (Nineteen Nineties)
Mobile Computing and Smartphones (2000s-2010s)

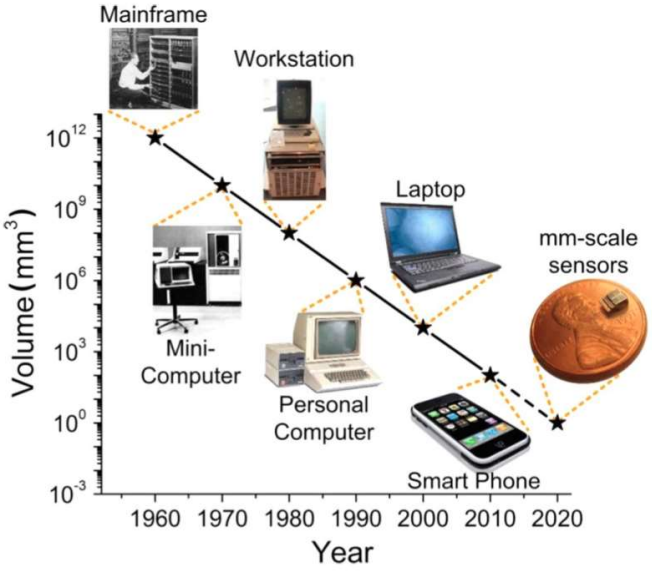
2009 – Microsoft released Windows 7.

2011 – Google introduces the Chromebook, which runs Google Chrome OS.

2014 – The University of Michigan Micro Mote (M3), the world's smallest computer, was constructed.

2015 – Apple introduces the Apple Watch. Windows 10 was also released by Microsoft.

2016 – The world's first reprogrammable quantum computer is built



Presented by NUZHAT MEMON

HISTORY OF COMPUTERS

ABACUS
Earliest Calculation Device

Abacus with 10 beads strung into the wires attached to a frame, which was used to perform simple calculations.

1642: PASCAL
Blaise Pascal

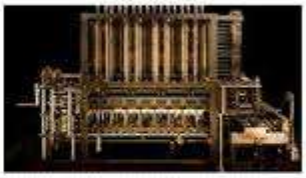
The first basic calculator which would do only limited jobs.

1690
Leibnitz

Calculating machine that could perform addition, subtraction, multiplication, division and calculate square roots. However, the instructions were hardcoded into the machine and could not be changed

1822: Difference Engine
Charles Babbage

His invention could perform calculations without human intervention



1823: Analytical Engine
Charles Babbage

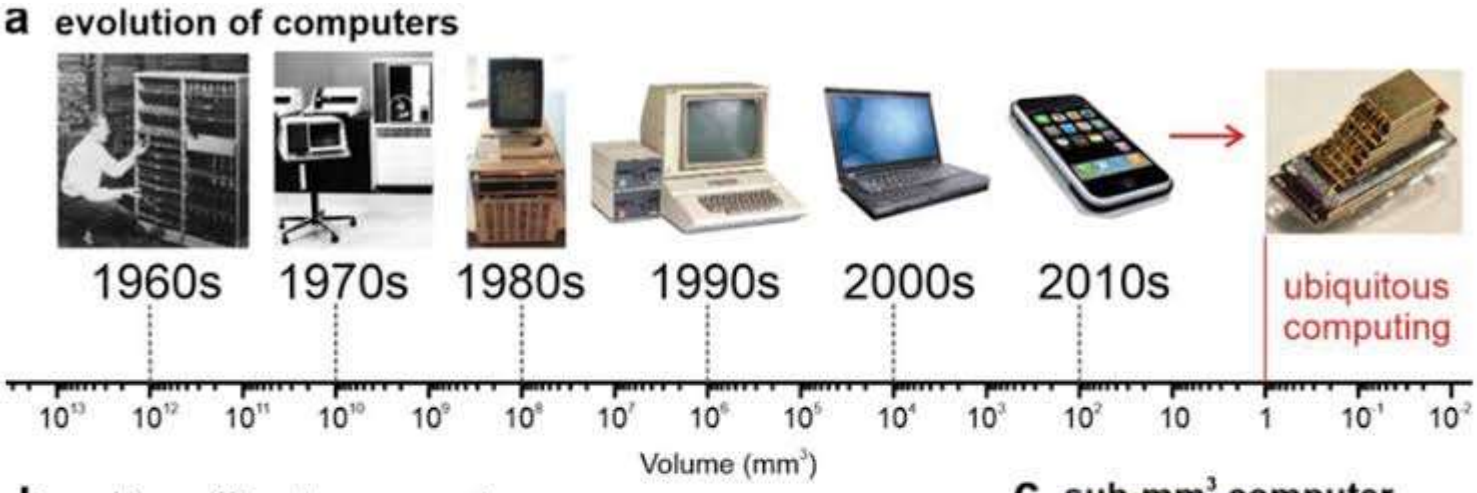
Technology of the analytic engine provided base to the technology of modern computers. The analytic engine had an arithmetic unit to perform calculations and mechanism to store results and instructions. Babbage is known as the father of the modern day computers.

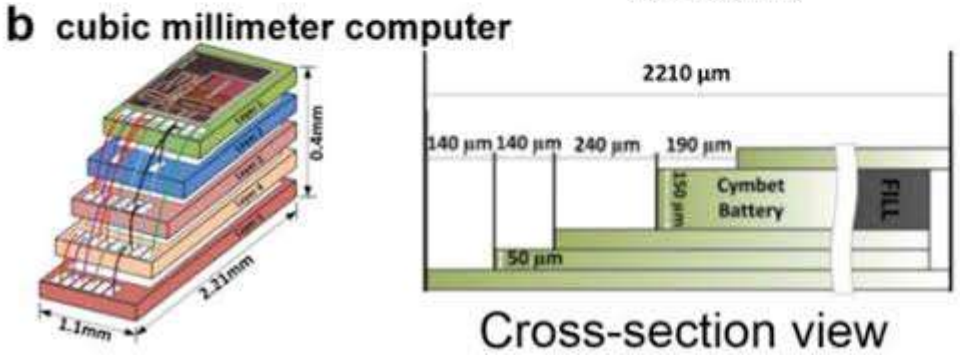
1940
Jon Von Neumann

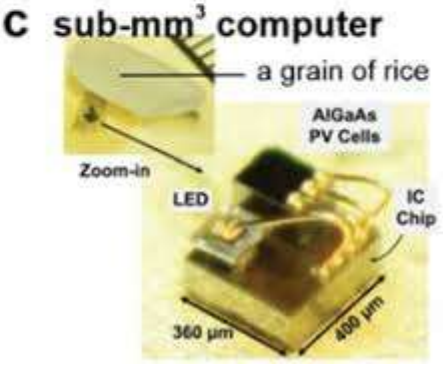
To encode instructions in the language. He was the force behind the development of the first stored-program computer.

1946 ENIAC
J. Presper Eckert and John W. Mauchly

Invented giant ENIAC machine at the University of Pennsylvania. ENIAC (Electrical Numerical Integrator and Calculator) was the first machine to use large number of vacuum tubes. The machinery required a big space and lot of energy to keep it cool. Further, it had punched-card input and output. The instructions had to be fed into the machine by way of switches because there was no internal memory within the machine.







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MICROCOMPUTERS

A microcomputer is a complete computer on a small scale, designed for use by one person at a time. An antiquated term, a microcomputer is now primarily called a personal computer (PC), or a device based on a single-chip microprocessor. Common microcomputers include laptops and desktops. Beyond standard PCs, microcomputers also include some calculators, mobile phones, notebooks, workstations and embedded systems

MICROCOMPUTER APPLICATIONS

Personal microcomputers are often used for education and entertainment. Beyond laptops and desktops, microcomputers can include video game consoles, computerized electronics and smartphones.

ANALOG COMPUTERS

Analog computers use continuous physical magnitudes to represent quantitative information. One advantage of analog computation is that it may be relatively simple to design and build an analog computer to solve a single problem.

MAINFRAME COMPUTERS

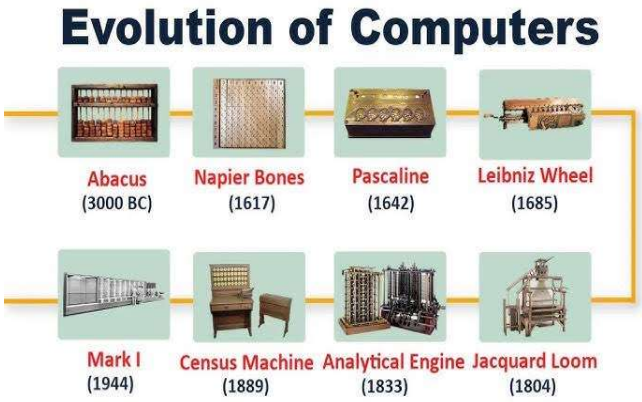
A mainframe computer is a high-performance computer used for large-scale computing purposes that require greater availability and security than small-scale machines can provide. Mainframes can process requests from a number of users simultaneously, whereas a microcomputer is designed to be used by one person at a time. As such, a mainframe computer can be described as a system that interconnects a number of microcomputers.

SUPERCOMPUTER

The most powerful computers of the day have typically been called supercomputers. They have historically been very expensive and their use limited to high-priority computations for government-sponsored research, such as nuclear simulations and weather modeling.

MINICOMPUTER

Although minicomputers date to the early 1950s, the term was introduced in the mid-1960s. Relatively small and inexpensive, minicomputers were typically used in a single department of an organization and often dedicated to one task or shared by a small group.



LAPTOP COMPUTER

The first true laptop computer marketed to consumers was the Osborne 1, which became available in April 1981. The 1991 PowerBook, created by Apple, was a design milestone, featuring a trackball for navigation and palm rests; a 1994 model was the first laptop to feature a touchpad and an Ethernet networking port.

DIGITAL COMPUTERS

In contrast to analog computers, digital computers represent information in discrete form, generally as sequences of 0s and 1s (binary digits, or bits).

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SILICON VALLEY

Silicon Valley is home to many of the world's largest high-tech corporations, including the headquarters of more than 30 businesses in the Fortune 1000, and thousands of startup companies. Silicon Valley also accounts for one-third of all of the venture capital investment in the United States, which has helped it to become a leading hub and startup ecosystem for high-tech innovation, although the tech ecosystem has recently become more geographically dispersed.

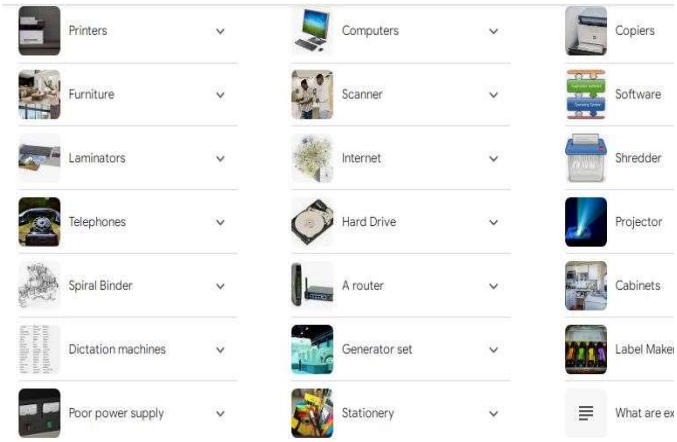
It was in Silicon Valley that the silicon-based integrated circuit, the microprocessor, and the microcomputer, among other technologies, were developed. As of 2021, the region employed about a half million information technology workers.

TECH COMPANIES IN SILICON VALLEY

- Adobe
- Apple
- Cisco
- HP
- eBay
- Intel
- Alphabet
- Google
- Microsoft
- PayPal
- Oracle
- Amazon
- Facebook
- Intuit
- Tesla
- Meta

OFFICE EQUIPMENTS

Having the right office equipment will make your office look more professional and it will make the daily working routine run smoothly. Choosing the right office equipment depends on your business requirements and employees needs



WHAT IS A CYBERCAFE?

A **cyber cafe** is a type of business that provides computer access, Internet access, and other services to the public, typically for a fee.

Cyber cafes typically offer a variety of **services**, such as online gaming, **printing**, **scanning**, and computer rentals. Some cyber cafes also offer snacks and drinks.

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Computer Hardware

Hardware refers to the physical components of a computer. Computer Hardware is any part ofthe computer that we can touch these parts.

Types of Computer Hardware

- **Input Devices**
- **Output Devices**
- **Storage Devices**
- **Internal Component**

1. Input Devices

Input Devices are those devices through which a user enters data andinformation into the Computer or simply, User interacts with the Computer. Examples of Input Devices are **Keyboard, Mouse, Scanner, etc.**

2. Output Devices

Output Devices are devices that are used to show the result of the taskperformed by the user. Examples of Output Devices are **Monitors, Printers, Speakers, etc.**

3. Storage Devices:

Storage Devices are devices that are used for storing data and they arealso known as Secondary Storage Data. Examples of Storage Devices are **CDs, DVDs, HardDisk, Memory Card, etc**

Computer Software

Software is a collection of instructions, procedures, and documentation that performs different tasks on a computer system.

Types of Computer Software

1. System Software
2. Application Software

1. System Software:

System Software is a component of Computer Software that directly operates with Computer Hardware. Types of System Software include Operating systems, Language processors, and Device Drivers.

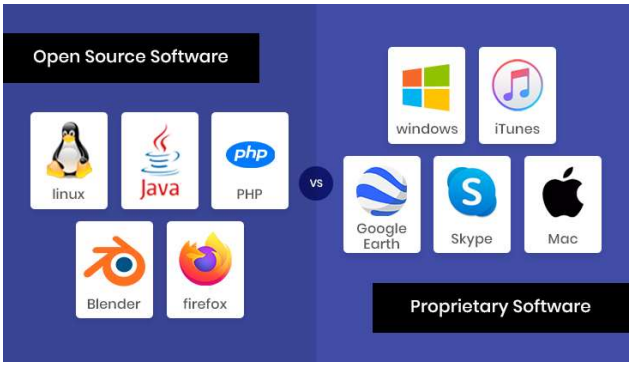
2. Application Software

Application Software are the software that works the basic operations of the computer. E.g, Ms Word, PowerPoint, etc.

OPENSOURCE VS PROPRIETORY SOFTWARE

Proprietary software (also known as closed-source) is owned and controlled by a single entity, typically owned by a company or organization.

Unlike **open-source software**, where the code is freely available, the source code of proprietary software is kept secret



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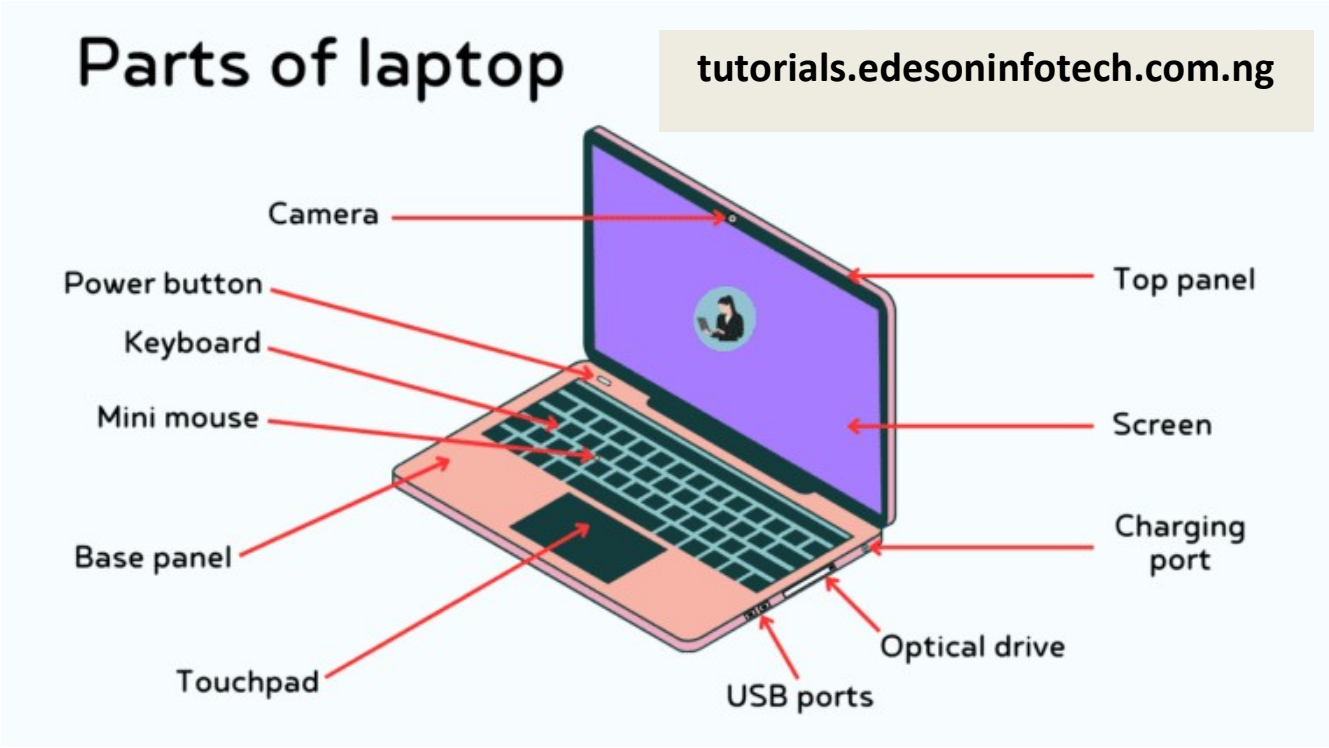
SPEAKERS
Used to produce audio output.
MONITOR
An output device that lets you see your work as you go.
CD/DVD DRIVE
Reads CD/DVD discs.
SYSTEM UNIT
The case that contains the CPU, memory, the power supply, disk drives, and all other hardware— such as a modem— that are in an internal format.
PRINTER
Produces printed copies of computer output.
MICROPHONE
Used to get spoken input.
HARD DRIVE
Located inside the system unit and used to store programs and most data.
FLOPPY DISKS
Used for storing small amounts of data for backup or to transport data to another PC.
FLASH MEMORY CARD READER
Used to read flash memory cards.
KEYBOARD
The principal input device; used to type instructions into the computer.
CD/DVD DISCS
Commonly used to deliver programs and store large multimedia files.
MOUSE
A pointing device used to make on-screen selections.
FLOPPY DISK DRIVE
Reads from and writes to floppy disks.

FIGURE 1-7
Typical computer hardware.



EXTERNAL AND INTERNAL COMPUTER KEYBOARD

It is built into the laptop. (Internal and build in would be the same thing.) While an external keyboard would be one that is not part of the laptop but plugs into the laptop by a USB or other types of cable (or is wireless.).

EXTERNAL HARD DRIVE AND INTERNAL HARD DRIVE

An **internal hard drive is installed inside the computer** and an external hard drive is connected via something such as USB outside the computer. Internal hard drives are typically faster and more reliable than external hard drives, but they can be more expensive. External hard drives offer portability and convenience, but they may not be as fast or reliable.

HOW TO CONNECT A USB FLASH DRIVE TO ANDROID

Android phones don't have full-size (Type-A) USB ports. "Dual drive" USB stick with both Type-A and Type-C connectors are becoming more popular and can be used as flash drives for Android devices. However, there's a good chance you have an "old school" Type-A USB drive lying around.

Thankfully, essentially every Android phone and tablet on the market has a USB-C port. All you need to use a Type-A USB drive with a USB-C port is an affordable adapter. Sometimes these are called "USB on-the-go" or "USB OTG", but they're all the same type of adapter.

DATA RECOVERY

Data recovery is a process of retrieving deleted, inaccessible, lost, corrupted, damaged, or formatted data from computer or phone.

POPULAR DATA RECOVERY SOFTWARE

- EaseUS Data Recovery
- Disk Drill
- Stellar Data Recovery
- MiniTool Partition Wizard
- PhotoRec
- Recuva
- Windows File Recovery
- TestDisk
- Wise Data Recovery

WHAT IS A PROJECTOR

A projector is a device that allows you to display images, videos, or other content on a large screen or surface.

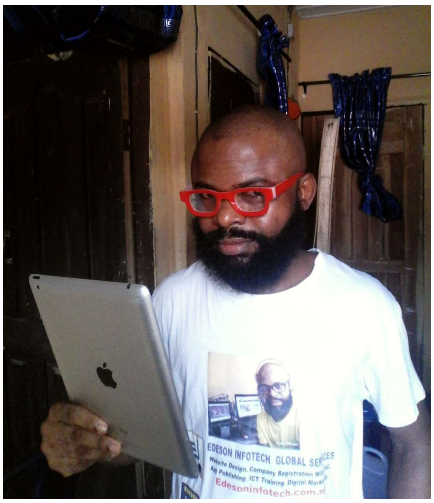
HOW TO USE A PROJECTOR WITH A LAPTOP

To connect your laptop to a projector, you'll need the laptop, the projector, a cable, and any necessary adapter, as outlined above. Once you've gathered all those items, here's how to hook everything up:

FOREIGN COMPUTER MANUFACTURING COMPANIES YOU SHOULD KNOW

Major **companies** include US-based Apple, Dell, Hewlett Packard Enterprise, and IBM, as well as ASUS (Taiwan), Canon (Japan), and Lenovo (Hong Kong)…

- Acer
- Dell
- Asus
- Lenovo
- Apple
- Microsoft
- HP
- Toshiba
- MSI



NIGERIA COMPUTER MANUFACTURING COMPANIES IN NIGERIA YOU SHOULD KNOW

The first indigenous internationally certified Computer Manufacturer in Nigeria, Zinox® boasts the first and only computerized digital assembly plant in West Africa with a daily production capacity of over 5,000 units installed in Gbagada Industrial Estate, Lagos.

Leonard Stanley Nnamdi Ekeh (born February 22, 1956, in Imo State, Nigeria) is a Nigerian businessman. He is the founder and chairman of Zinox Group.

COMPUTER VILLAGE LAGOS NIGERIA

The Computer Village is an Information and Communications Technology (ICT) accessories market located in a community called Otigba, located at Ikeja, the capital of Lagos State, southwestern Nigeria. The market is the largest ICT accessory market in Africa.

The markets also deal in the sale, repair of mobile phones and computers.

Endy Edeson 08136125128

COMPUTER MOUSE

A mouse operates the pointer or cursor on a display screen. A mouse can roll over a hardflat surface as a small object.

TYPES OF MOUSE

1. Wired Mouse
A mouse operates the pointer or cursor on a display screen. A mouse can roll over a flat surface; hard is a small object

2. Mechanical mouse
In the old days, the mechanical mouse was what we used and one of the most famous m in computer history. This is also called a ball mouse, as it uses a rubber ball to track motion

3. Optical Mouse

An optical mouse uses an LED, sensing changes to the reflected light and detecting the movement rather th using a ball of rubbers and mechanical sensors

4. Bluetooth Mouse

A Bluetooth mouse is a wireless mouse that connects to a computer or other device using Bluetooth technology, a short-range radio connection.

5. Game Mouse

While a standard mouse typically has only 3 buttons, a game mouse has several buttons and is precise. Such additional buttons are also programmable for various tasks

WHAT IS COMPUTER KEYBOARD?

A keyboard is a portable wired or wireless electronic device that contains all the alphabetnumerics, symbols and special characters, which is used for entering input data into alaptop/ desktop computer system

Typical Desktop Computer Keyboard

TYPES OF KEYBOARD

1. Multimedia Keyboard

The keyboard that has all multimedia buttons is called multimedia keyboard. The buttonsinclude play, pause, previous, next, volume up, volume down, mute and special button tolaunch media. Also, a button to launch a browser, my computer, calculator is available.

2. Mechanical Keyboard

The keyboard that has very few keys specific for gamers is called gaming keyboard.

3. Wireless Keyboard

Bluetooth, IR technology or Radio Frequency is used to connect the keyboard with thecomputer device. We can port the keyboard and the parent system is not needed near thkeyboard. These keyboards are lightweight and smaller in size.

Endy Edeson 08136125128

INSTALLING 3 OPERATING SYSTEMS ON ONE COMPUTER?

It is possible to have 3 operating systems on one machine. … You can download **VMware Player, or Virtualbox** or some other free virtualization software and install Kali inside it, if you don't want to experiment with 3 OS boot.

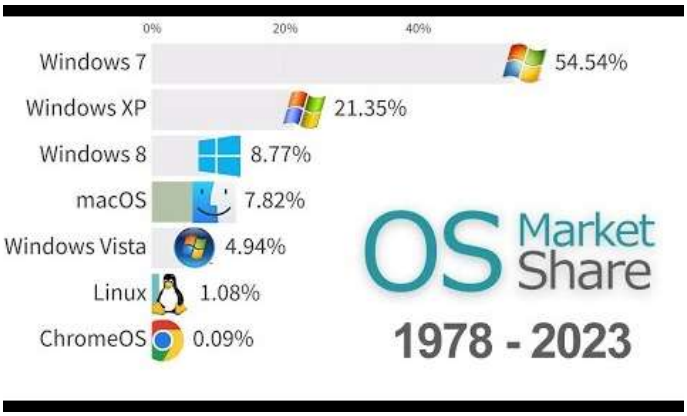
While most PCs have a single operating system (OS) built-in, it's also possible to run two operating systems on one computer at the same time. The process is known as dual-booting.If you upgraded to Windows 10, your old Windows 7 is gone. … It's relatively easy to install Windows 7 on a Windows 10 PC, so that you can boot from either operating system.

Following are the popular types of Operating System:

1. Batch Operating System.
2. Multitasking/Time Sharing OS.
3. Multiprocessing OS.
4. Real Time OS.
5. Distributed OS.
6. Network OS.
7. Mobile OS.

POPULAR OPERATING SYSTEM

With the advent of personal computers, operating systems like MS-DOS (Microsoft? Disk Operating System) and Apple's Macintosh System Sofware (later MacOS) gained prominence. These OS names became synonymous with the rise of the PC.



APPLE

1. macOS
2. iOS
3. watchOS
4. tvOS
5. iPadOS
6. macOS Server

MICROSOFT

Microsoft:
Windows 1.0
Windows 2.0
Windows 3.0
Windows 3.1
Windows 95
Windows 98
Windows Me
Windows 2000
Windows XP
Windows Vista
Windows 7
Windows 8
Windows 8.1
Windows 10
Windows 11

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COMPUTER STORAGE DEVICES

A storage device is an integral part of the computer hardware which stores information/data to process the result of any computational work.

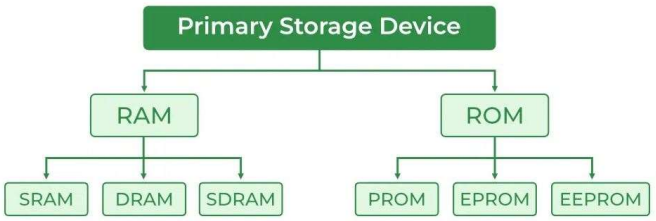
TYPES OF COMPUTER MEMORY

1. Primary Memory
2. Secondary Memory
3. Tertiary Memory

1. PRIMARY MEMORY: It is also known as internal memory and main memory. This is a section of the CPU that holds program instructions, input data, and intermediate results. It is generally smaller in size. RAM (Random Access Memory) and ROM (Read Only Memory) are examples of primary storage.

2. SECONDARY MEMORY: Secondary storage is a memory that is stored external to the computer. It is mainly used for the permanent and long-term storage of programs and data. Hard Disks, CDs, DVDs, Pen/Flash drives, SSD, etc, are examples of secondary storage.

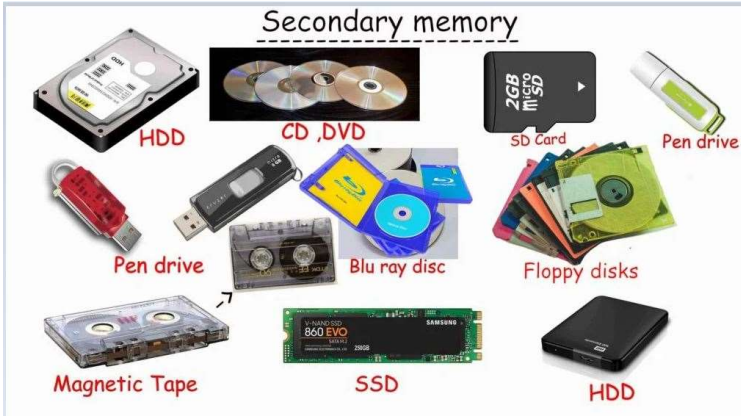
3. TERTIARY MEMORY: Tertiary Memory is a type of Memory that is rarely used in personal computers and due to this, tertiary memory is not considered to be an important one. Tertiary memory works automatically without human intervention.



TYPES OF COMPUTER STORAGE DEVICES

Now we will discuss different types of storage devices available in the market. These storage devices have their own specification and use. Some of the commonly used storage devices are:

1. Primary Storage Devices. E.g. RAM & ROM
2. Magnetic Storage Devices. E.g Floppy Disk
3. Flash memory Devices. E.g. USB
4. Optical Storage Devices. E.g. CD, DVD, etc.
5. Cloud and Virtual Storage. E.g. AWS, Google Drive



DIFFERENCE BETWEEN RAM AND ROM

RAM: It stands for Random Access Memory. It is used to store information that is used immediately or we can say that it is a temporary memory. RAM ranges from 1GB – 32GB/64GB depending upon the specifications.

ROM: It stands for Read-Only Memory. The data written or stored in these devices are non-volatile, i.e, once the data is stored in the memory cannot be modified or deleted.

COMPUTER MEMORY

The memory of a Computer is any physical device that is capable of storing information whether it is large or small and stores it temporarily or permanently.

Types of Computer Memory

- Primary Memory
- Secondary Memory
- Cache Memory

1. Primary Memory

Primary Memory is called as main memory of the System. During computer operations, it stores data, programs, and instructions

2. Secondary Memory

Secondary Memory is used to store a heavy amount of data or information. The data or information stored in Secondary Memory is permanent

3. Cache Memory

Cache Memory is faster memory that helps in fastening the speed of the CPU. Cache Memory is used to store the data that is frequently required by the CPU.

Units of Memory

In practice, memory is measured in Kilobytes (KB) or Megabytes (MB).

Best data calculater deger

1 byte	Byte	=	8 bit
1 Kilobyte	KB	=	1024 bytes
1 Megabyte	MB	=	1024 KB
1 Gigabyte	GB	=	1024 MB
1 Terabyte	TB	=	1024 GB
1 Petabyte	PB	=	1.024 TB

Types of File Sizes

- Bit
- Nibble
- Byte
- Kilo Byte
- Mega Byte
- Giga Byte
- Tera Byte
- Peta Byte
- EXA Byte
- Zetta Byte
- Yotta Byte

COMPUTER MAINTENANCE TIPS

1 – Clean your keyboard regularly. ...

2 – Keep cables organised

3 – Wipe down monitor

4 – Don't drain the battery all the time

5 – Run antivirus and malware scans regularly. ...

6 – Purge your system of junk files & programs

7 – Defragment the hard drive

8 – Keep your PC cool.

9 _ Update your operating system

10 _ Unplug to avoid overcharging

).

Remember the Keyloggers - These are programs that record your key strokes, or everything you type into the computer. They can very easily be loaded on public computers by other users and checked at a later time, without the computer owner even knowing. For this reason the use of credit card numbers or important login information should be avoided on public computers.

Clean out Your Files - Both before and after using a public computer, you should clean out the temporary internet files, history, caches, cookies and recycling bin. It is also important to clean out existing cookies before you start using the computer, so your computer usage is not recorded.

Seek out a VPN - Using a Virtual Private Network to connect to work computers or networks is safe, even from public computers. All the data traveling to and from your work system is encrypted and cannot be packet sniffed by predators.

FORMATING A PRIMARY DRIVE

Formatting a drive will delete all of the data on it and create a new file system. You'll need to format a drive in order to install Windows on it, or to start using it if you're installing an extra drive.

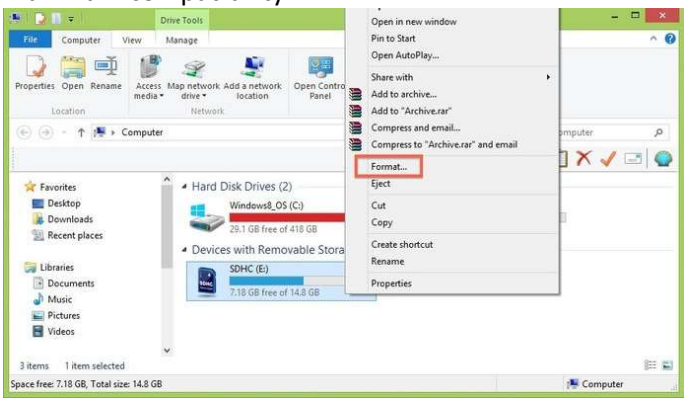
STEPS TO FOLLOW

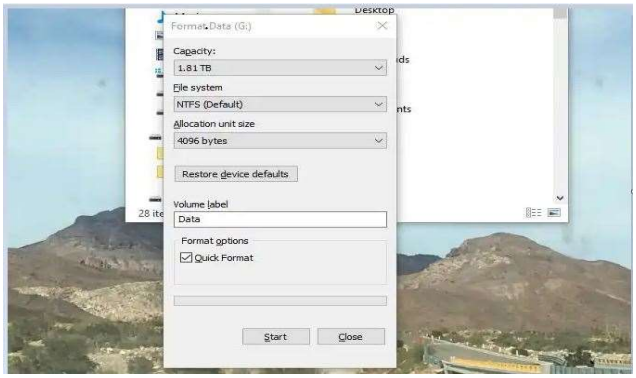
- Backup any important data
- Insert your Windows installation disc
- Set your computer to boot from the installation drive
- Start the setup process.
- Select a "Custom" installation.
- Select the partition you want to format.
- Format the selected partition
- Install your operating system.

FORMATTING A SECONDARY DRIVE SUCH AS USB, MEMORY CARD

When you connect a new external drive or install a new internal hard drive, you'll need to format it before it appears in Windows Explorer. You can do this using the Disk Management utility.

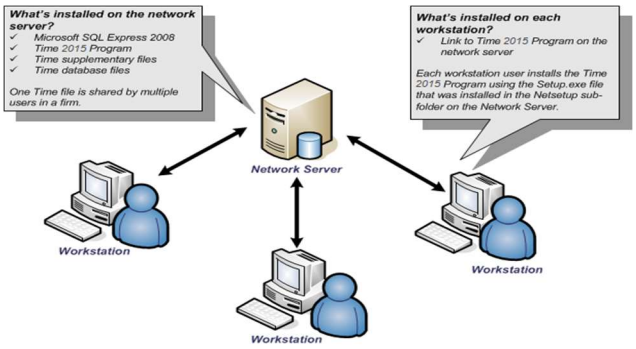
1. Select the drive you want to format.
2. Right-click on the drive or partition and select "Format". This will open the Format window.
3. Set your formatting options. You can give the drive a new name (Volume label), as well as choose its file system. Select "NTFS" as the file system for maximum compatibility





SOFTWARE INSTALLATION ON PC

The installation process for software or apps depends on your operating system (Windows and macOS), device (computer, smartphone, or tablet), and the program you are installing. Many new computers no longer have disc drives. If your computer does not have a disc drive, try finding the software online.


What's installed on the network server?
Microsoft SQL Express 2008
Time 2015 Program
Time supplementary files
Time database files
One Time file is shared by multiple users in a firm.
What's installed on each workstation?
Link to Time 2015 Program on the network server
Each workstation user installs the Time 2015 Program using the Setup.exe file that was installed in the Netsetup sub-folder on the Network Server.
Network Server
Workstation
Workstation
Workstation

TYPES OF SOFTWARE INSTALLATION

Unattended Installations

An Unattended Installation is an automated installation technology that you can use to install with no user intervention.

1. In-Place Upgrade

The installation of an operating system or application on the computer without removing the older version first and without saving any data beyond normal precautions.

2. Clean Install

A completely new installation of an operating system or application on a computer. In a clean install of an OS, the hard disk is formatted and completely erased.

3. Repair Install

If your installation of Windows 10 is acting up or misbehaving, it is possible to perform a reinstallation of Windows 10 that keeps your files, documents, data, settings, and apps intact.

4. Multi-boot

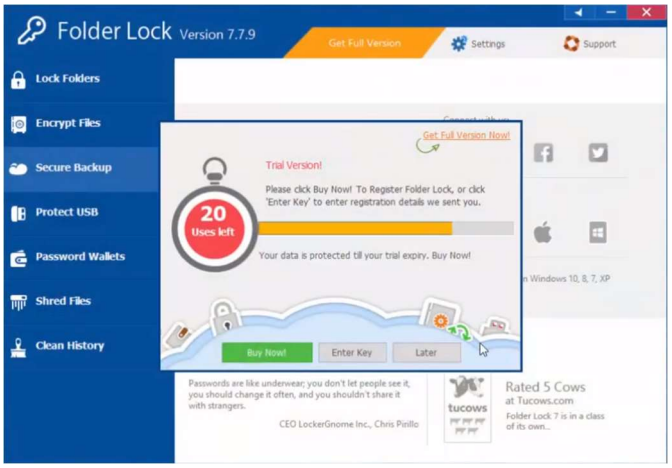
Dual-boot is a term used to describe a computer that utilizes two operating systems. For example, with a dual-boot you could have Windows 10 and Linux on the same machine.

6. Remote Network Installation

Remote Network Installation is an easy-to-use network application designed for centralized software management and audit across a Network.

10 SOFTWARE TO HIDE YOUR FOLDERS EASILY IN WINDOWS

Keeping your private files and folders hidden from prying eyes is critical, whether you're storing records for your company or just pictures from your wedding.



Here are top 10 software you can use to hide files. Most of the Software are available for Windows PCs, Android and iOS mobile apps.

1. **Folder Lock**
2. **Wise Folder Hider**
3. **Hide Folders – Simplest Way to Hide Your Folders**
4. **IObit Protected Folder**
5. **Folder Guard**
6. **Gilisoft File Lock Pro**
7. **Free Hide Folder**
8. **Hidden DIR**
9. **Secret Folder**
10. **Lock and Hide Folder**

COMPUTER BACKUP

Computer backup is a process that copies all your files, data and information to effectively create two version on your original devices and one backup. It is designed to protect all of your important files.

Even if you're already using Windows backup software on your PC or Apple Time Machine on your Mac, you still need additional cloud backup to make sure all your important files and pictures are secured.

OPTIONS FOR COMPUTER BACKUPS

CLOUD BACKUP: Offsite backup option that automatically protects all your files and data. Automatic backups protect your data even if you forget to make a copy.

CLOUD STORAGE: Offsite backup option that lets you share and connect your files from multiple devices. You choose which files to back up, which can save space.

EXTERNAL HARD DRIVE (EHD): Semi-portable backup solution that is easy to use but has limited storage capacity

USB OR FLASH DRIVE: The most portable backup solution. This is the cheapest backup option.

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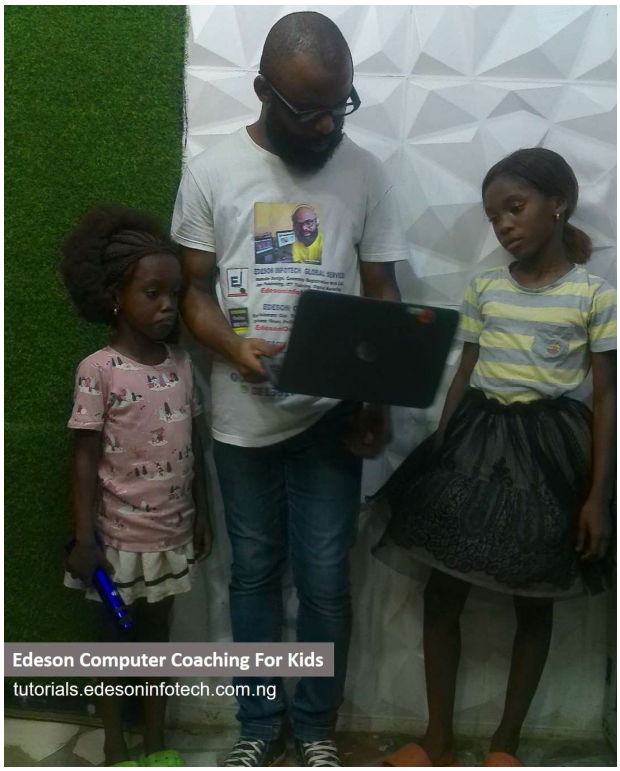
Top 100+ Computer Keyboard Shortcut Keys List
Shortcuts Uses of Shortcut keys
Alt + E It Edits options in the current program.
Alt+Tab this is used to switch between the open windows.
Alt + F Shows file menu options in the current program.
Alt + F4 This closes the current window.
Alt + Page Up It scrolls up the Entire Screen.
Alt + Page Down It scrolls down the Entire Screen.
Alt + Left Arrow
It shows the previous history if it is present in Bowser.
Alt + Right Arrow Go forward in the browser window.
Alt + Enter It shows the property of the selected item.
Ctrl + A It is used to select all text.
Ctrl + X It cuts the selected item.
Ctrl + Del It deletes selected items.
Ctrl + C / Ctrl+Ins Used to copy the selected item.
Ctrl + V / Shift + Ins Used to paste the selected item.
Ctrl + Home It is used to go to the beginning of the document.
Ctrl + End Go to the end of a document
Ctrl + S Open the save as a dialogue box.
Ctrl + Z Undo the last action.
Basic Computer Keyboard Shortcut Keys A to Z
Ctrl + Alt + Del Opens Windows task manager.
Ctrl+N Open a new window/document.
Ctrl+H Open the history tab/bar.
Ctrl+J Open the download tab/bar.
Ctrl+F It starts the find utility.
Ctrl+P Open the print dialogue box.
Ctrl+Esc Open the Windows start menu.
Ctrl + "+" Increases the zoom level.
Ctrl + "–" Decreases the zoom level.
Ctrl + W / Ctrl + F4 Closes the current tab.
Ctrl+T Open a new tab.
Home Takes the user to the start of the current line.
End This is used to go to the end of the current line
Shift + Delete files will be deleted permanently.
Ctrl + Y This redo the last action.
Ctrl + K It insert hyperlink for the selected text.
Windows key + L This lock the computer, requiring password entry to access again.
Windows key + X
Access the Power User Tasks Menu in Windows 8 and Windows 10.
Windows key + Down arrow
It Minimize the active program window.
Windows key + Up
Arrow It Maximize the active program window



Ctrl + Left arrow
This key used to move one word to the left at a time.
Ctrl + Right arrow
This is used for move one word to the right at a time.
Ctrl + Y Redo the last action.
Ctrl + K Insert hyperlink for the selected text.
Windows key + X
Access the Power User Tasks Menu in Windows 8 and Windows 10.
Windows key + ↓
Minimize the active program window. (That format Should be used)
Windows key + L
Lock the computer, requiring password entry to access again.
Windows key + ↑ Maximize the active program window.
Ctrl + ← Move one word to the left at a time.
Ctrl + → Move one word to the right at a time.
Ctrl + Home Go to the beginning of the document.
Ctrl + End Go to the end of the document.
Ctrl + Shift + Esc Open Windows Task Manager.
Shift + Home
Highlight from the current position to the beginning of the line.
Shift + End
Highlight from the current position to the end of the line.

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COMPUTER SHORTCUT KEYS FOR WINDOWS

For Windows users, All the computer shortcut keys for Microsoft Windows are given below.
F2 Used to rename the selected icon.
F3 This Find anything from our desktop.
F4 This is used in Windows 95 to XP to open the Shortcuts Uses of Shortcut keys
locate window.
F5
It is used to refresh the contents of your Windows system.
Alt + F4 Used to close the ongoing program.
Ctrl + F4 This shortcut is used to swiftly close a document.
Ctrl + Plus Key
This adjusts the widths of all columns automatically, in Windows Explorer.
Alt + Print Screen /
Win+PrtScn
It is used to take a screenshot of the current page.
Ctrl + Alt + Del Used to Reboot/Windows task manager.
Ctrl + Esc It activates the start menu.
Alt + Enter
It is used to open the properties window for the selected icon or program.
Win + X It shows shutdown options.
Win + L It Locks the computer screen.
Win This display or hide the Start screen.
Win + D Used to show/hide the desktop.
Win + E This open file explorer.
Win + M It minimizes all open windows.
Win + Shift + M This shortcut restores all minimized windows.
Win + P Select a presentation display mode.
Win + Q It opens the search for the menu.
Win + R It opens the Run dialogue box.
Win + Z
This display the commands used in the current open window.
Win + Down Arrow
It minimizes the desktop window or clear the current application from the screen.
Win + Up Arrow It is used to maximize the window.
Win + Left Arrow
This shortcut maximizes the window to the left side of the screen.
Win + Right Arrow
It maximizes the window to the right side of the screen.
Win+ This is used to zoom in using a magnifier.
Win- It zooms out using a magnifier.

[[Ctrl + End This key is used to go to the end of the document.
Shift + Home
It highlight from the current position to the beginning of the line.
Shift + End It highlight from the current position to the end of the line.

COMPUTER SHORTCUT KEYS FOR MS OFFICE

Here is some of the most commonly used shortcut keys in MS Office
applications.
Shortcut Key Function
Ctrl + N New document
Ctrl + O Open document
Ctrl + S Save document
Ctrl + P Print document
Ctrl + Z Undo action
Ctrl + Y Redo action
Ctrl + A Select all
Ctrl + C Copy selected text
Ctrl + X Cut selected text
Ctrl + V Paste copied text
Ctrl + B Bold text
Ctrl + I Italicize text
Ctrl + U Underline text
Ctrl + F Find text
Ctrl + H Replace text
Ctrl + K Insert hyperlink
Ctrl + L Align left
Ctrl + E Align center
Ctrl + R Align right
Ctrl + J Justify text
Ctrl + D Font dialog box
Ctrl + Shift + > Increase font size
Ctrl + Shift + < Decrease font size
Ctrl + Space Remove formatting
Ctrl + Enter Insert page break

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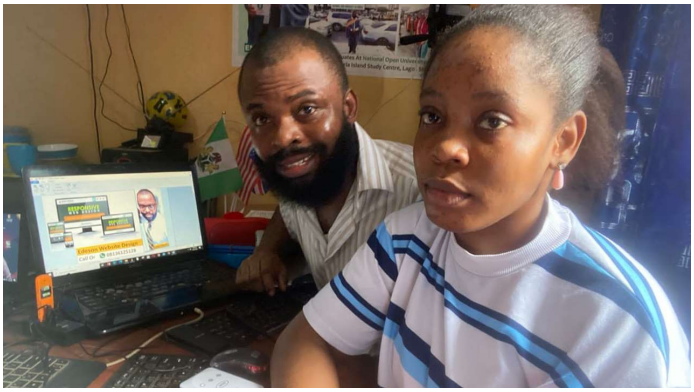
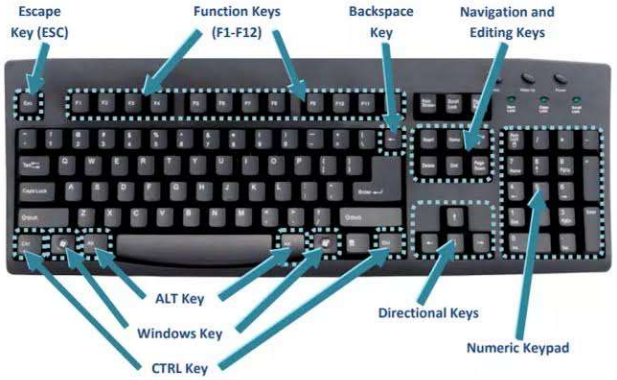
COMPUTER SHORTCUT KEYS FOR MS WORD



List of Computer Shortcut Keys that makes typing on MS Word easier and more comforting.

Shortcuts Uses of Shortcut keys
Ctrl + B Bold highlighted selection
Ctrl + C Copy selected text
Ctrl + X Cut selected text
Ctrl + N Open a new/blank document
Ctrl + O Open options
Ctrl + P Open the print window
Ctrl + F Open find box
Ctrl + I Italicize highlighted selection
Ctrl + K Insert link
Ctrl + U Underline highlighted selection
Ctrl + V Paste Selected Text
Ctrl + G / Ctrl + H Find and replace options
Ctrl + J Justify paragraph alignment
Ctrl + L It is used to align selected text or lines to the left
Ctrl + Q It is used to align selected paragraphs to the left
Ctrl + E
This shortcut is used to align the selected text or line to the centre.
Ctrl + R
This shortcut is used to align selected text or lines to the right
Ctrl + M Indent the paragraph
Ctrl + T Hanging indent
Ctrl + D Font options
Ctrl + Shift + F Change the font
Ctrl + Shift + > / Ctrl +]
Increase selected font +1
Ctrl + [Decrease selected font -1
Ctrl + Shift + * View or hide non-printing characters
Ctrl + (Left arrow) Move one word to the left
Ctrl + (Right arrow) Move one word to the right
Ctrl + (Up arrow) It moves to the beginning of the line or paragraph
Ctrl + (Down arrow) Move to the end of the paragraph
Ctrl + Del This Delete the word to the right of the cursor
Ctrl + Backspace This deletes the word to the left of the cursor
Ctrl + End
It is used to move the cursor to the end of the document
Ctrl + Home
This moves the cursor to the beginning of the Document.

Ctrl + Space Reset highlighted text to the default font
Ctrl + 1 Single-space lines
Ctrl + 2 Double-space lines
Ctrl + 5 1.5-line spacing
Ctrl + Alt + 1 Change text to heading 1
Ctrl + Alt + 2 Change text to heading 2
Ctrl + Alt + 3 Change text to heading 3
Shift + F3 Change the case of the selected text
Shift + Insert Paste



F4 Repeat the last action performed
F7 Spell-check selected text and/or document
Shift + F7 Activate the thesaurus
F12 Save as
Ctrl + S / Shift + F12
Save
Alt + Shift + D Insert the current date
Alt + Shift + T Insert the current time
Ctrl + W Close document
Ctrl + = Set chosen text as a subscript.
Ctrl + Shift + = Set chosen text as superscript

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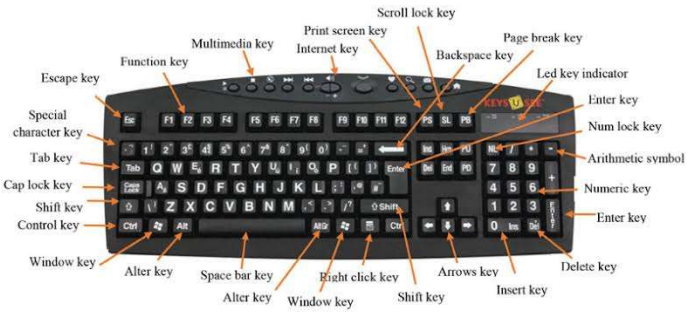
COMPUTER SHORTCUT KEYS FOR MS EXCEL

If you're new to MS Excel, it can be tough to remember all the keyboard
shortcuts. Below is a handy table of all the shortcut keys for MS Excel.
Shortcuts Uses of Shortcut Keys
Ctrl + C It is used to copy selected cells.
Ctrl + V It is used to paste select cells.
Ctrl + Shift + Arrow
Keys
It selects multiple cells.
F2 This edit the selected cell.
F4 This repeats the last action.
F5 it is used to go to a specific cell.
F7 It is used for Spell check on selected text and/or documents.

F11 Created Chart.
Ctrl + Shift + ; It entered the current time.
Ctrl + ; This entered the current date.
Alt + Shift + F1 It inserts a new worksheet.
Shift + F3 This opens the Excel formula window.
Shift + F5 Bring up the search box.
Ctrl + B It is used for bold highlighted selections.
Ctrl + I It is used for italicizing highlighted selections.
Ctrl + D Fill
Ctrl + K It is used to insert Links.
Ctrl + F / Ctrl + H Used for open find and replace options.
Ctrl + G Used to open go-to options.
Ctrl + U It is used to underline highlighted selections.
Ctrl + Y It is used to underline selected text.
Ctrl + 5 Used to strikethrough highlighted selection.
Ctrl + O It is used to open Options.
Ctrl + N This opens a new document.
Ctrl + F9 It minimizes the current window.
Ctrl + F10 It maximizes the currently selected window.
Ctrl + P It opens the print dialogue box.
Ctrl + Z This undoes the last action.
Ctrl + F6 It switches between open workbooks/windows.
Ctrl +It is used to insert the value of the above cell into the current cell.

Ctrl + Page up & Page Down
It moves between Excel sheets.
Ctrl + Shift + $ This format number is in currency format.
Alt + =Used to create the formula to sum all of the above cells.

Ctrl + Tab It is used to move between two or more open Excel files.
Ctrl + Shift + ! Used to format numbers in comma format.
Ctrl + Shift + %
This is used to format numbers in a percentage format.
Ctrl + Shift + ^ This is used to format numbers in scientific format.
Ctrl + Shift + # This shortcut is used to format numbers in date
Ctrl + W Close document.
Ctrl + Space This is used to select the entire column.
Ctrl + Shift + @ This format number is in time format.
Ctrl + Right arrow It moves to the next section of the text.
Shift + Space It selects the entire row.



Computer Shortcut Keys for Google Chrome
Here are some commonly used Google Chrome shortcuts keys:
Shortcut Key Uses of Shortcut Keys
Ctrl + T Open a new tab
Ctrl + W Close the current tab
Ctrl + Shift + T Reopen the last closed tab
Ctrl + Tab Switch to the next tab
Ctrl + Shift + Tab Switch to the previous tab
Ctrl + 1 to Ctrl + 8 Switch to specific tab (1 is leftmost)
Ctrl + 9 Switch to the rightmost tab
Ctrl + N Open a new Chrome window
Ctrl + Shift + N Open a new Incognito window
Ctrl + L or F6 Highlight the address bar

Computer Shortcut Key MCQs

- Ctrl + P → Print a File
- Ctrl + A → Select All
- Ctrl + F4 → Close
- F1 → Help
- F2 → Rename
- F3 → Search file
- Alt + F4 → Shut down
- Window → Start menu

Q. To display or hide start menu ?
A. Alt + S
B. Ctrl + S
C. Ctrl + Esc
D. Ctrl + Alt + Esc

Q. To create a new folder ?
A. Ctrl + N
B. Shift + N
C. Ctrl + Alt + N
D. Ctrl + Shift + N

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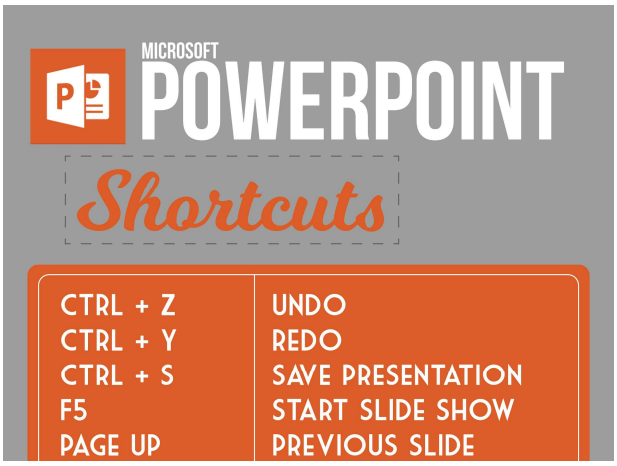
COMPUTER SHORTCUT KEYS FOR MS POWERPOINT



Below is a handy table of all the shortcut keys for MS PowerPoint.
Shortcuts Uses of Shortcut Keys
Ctrl + C Copy slide.
Ctrl + V Paste slide.
F5 Start a slideshow.
Ctrl + N It opens a new, blank slide in a different PowerPoint program window.
Esc Used to exit the slide show and go back to the earlier live view.
Ctrl + M It Includes a new, blank slide after the chosen slide.
Ctrl + D Used to duplicate the current slide
Ctrl + K It is used to enter a hyperlink.
Ctrl + Shift +
>It increases the chosen text size by one font size.
Ctrl + Shift +<
Used to decrease the chosen text size by one font size.
CTRL + G It is used to group things together
omputer Functions Key (F1 – F12) Uses
Functions Key are used to perform some specific tasks in Computer,
Below is the list of them with their functions.
Shortcuts Uses of Shortcut Keys
F1 It displays help.
F2 It renames the selected item.
F3 This is used to search for a file or folder.
F4 It shows the address bar.
F5 This is used to Refresh the windows.
F6 It moves the cursor in the address bar of different browsers
F10 It activates the menu bar in the active application.
F11 Used to enable and disable the fullscreen.
F12 This shortcut is used to save a file as save as

COMPUTER SHORTCUT KEYS FOR GMAIL

In our day to day, we use to write emails but what if it becomes easier for
you by just knowing about the Gmail Shortcut Keys. we list down all the
Shortcut Keys below.
Shortcuts Uses of Shortcut Keys
.a It is used to reply to all.
.c Used to compose a new email.
.e Archive the email and return it to the inbox.
.g Go to inbox.
.r This is used to reply to the sender.
+u Mark as unread.
++c It adds cc recipients.
++b It is used to add bcc recipients.
.] It archives the email and proceeds to the next email.

COMPUTER SHORTCUT KEYS FOR YOUTUBE

Here are some commonly used YouTube shortcuts keys:
Shortcut Key Uses of Shortcut Keys
Space Play/Pause
K Play/Pause
Shortcut Key Uses of Shortcut Keys
J Rewind 10 seconds
L Fast forward 10 seconds
Left Arrow Rewind 5 seconds
Right Arrow Fast forward 5 seconds
Up Arrow Increase volume
Down Arrow Decrease volume
M Mute/unmute
F Enter/Exit fullscreen
C Toggle captions/subtitles
0-9 Seek to 0-90% of the video
Home Go to the beginning
End Go to the end
/ Search within the video
N Next video in playlist
P Previous video in playlist
+/= Increase playback speed
– Decrease playback speed
Shift + > Increase playback speed (by 10%)
Shift + < Decrease playback speed (by 10%

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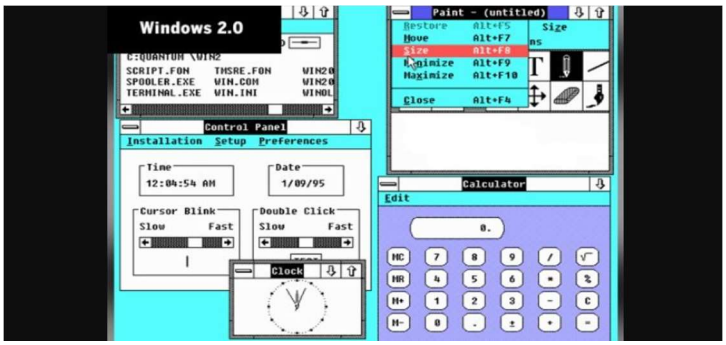
EVOLUTION OF MICROSFT WINDOWS

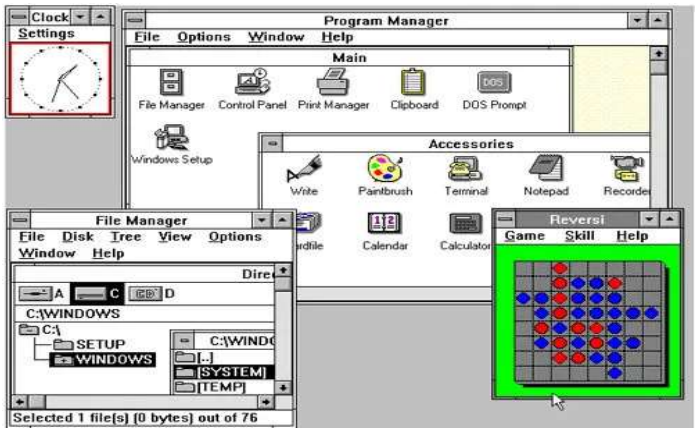
Windows 1.0 was announced, and then we take a trip down memory lane to see all boot screens and desktop interface of all Windows operating system possible.

WINDOWS 1 (Released In 1988)

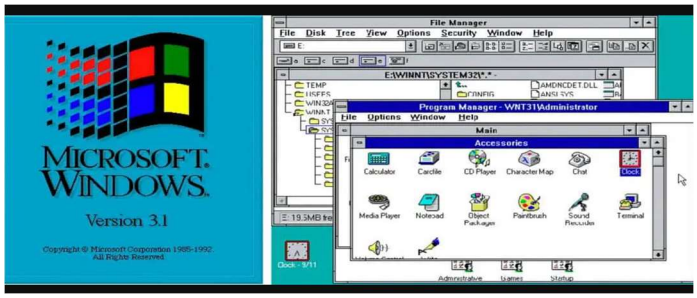
Windows 2 (1987)



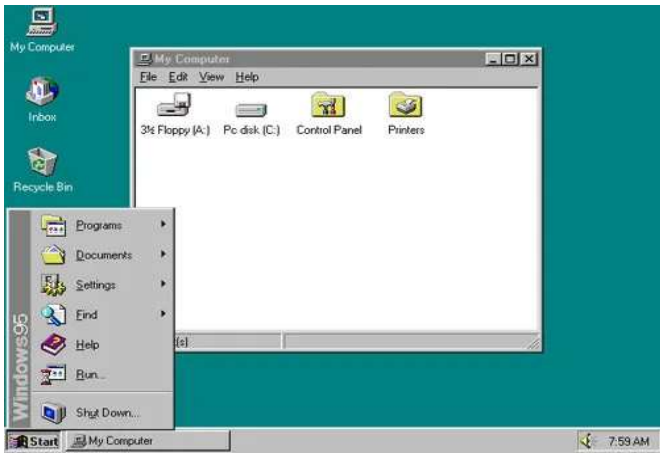
Windows 3 (1990)



Windows 3.1 (1992),



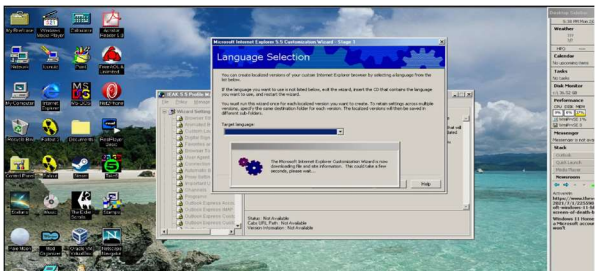
Windows 95 (1995)



Windows 98 (1998)

Windows98
Welcome
Welcome to the exciting new world of Windows 98, where your computer desktop meets the Internet!
Sit back and relax as you take a brief tour of the options available on this screen.
If you want to explore an option, just click it.
Register Now
Connect to the Internet
Discover Windows 98
Maintain Your Computer
Continue
Show this screen each time Windows 98 starts.

Windows 2000 (2000)



Windows ME (2000)

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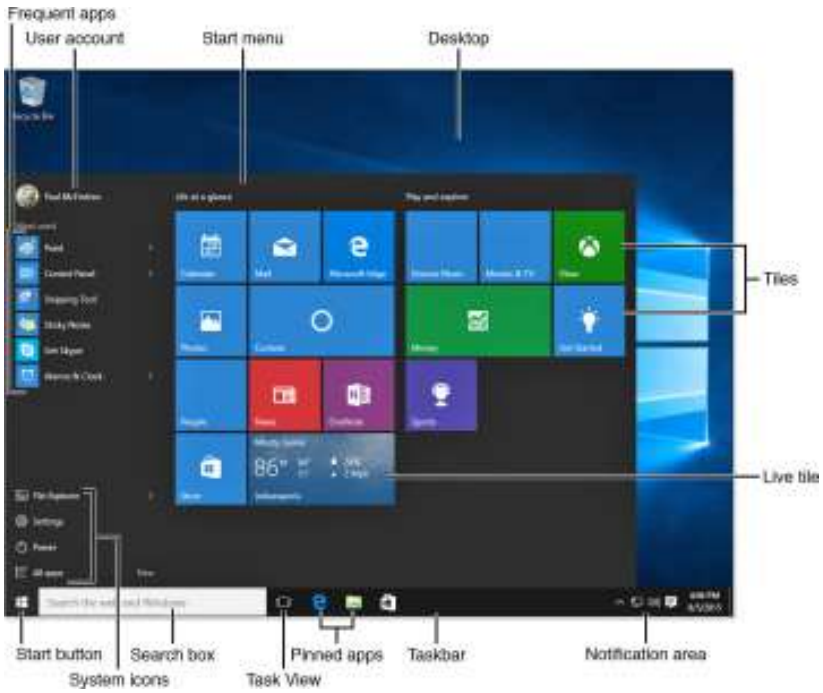
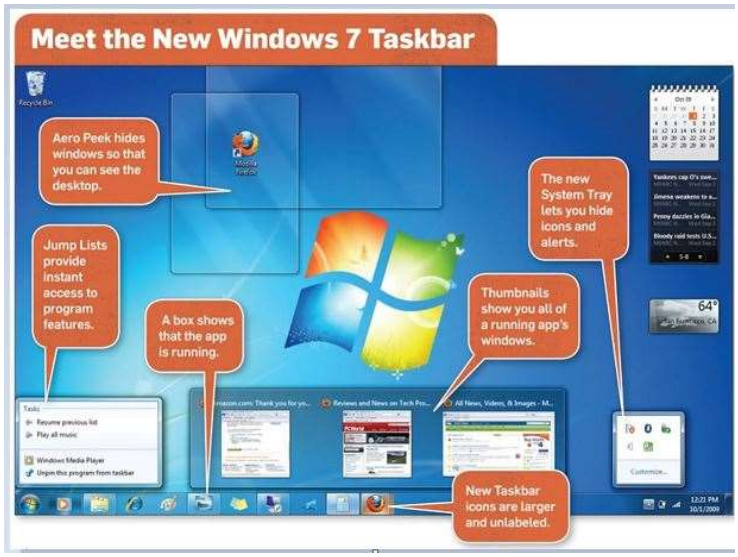
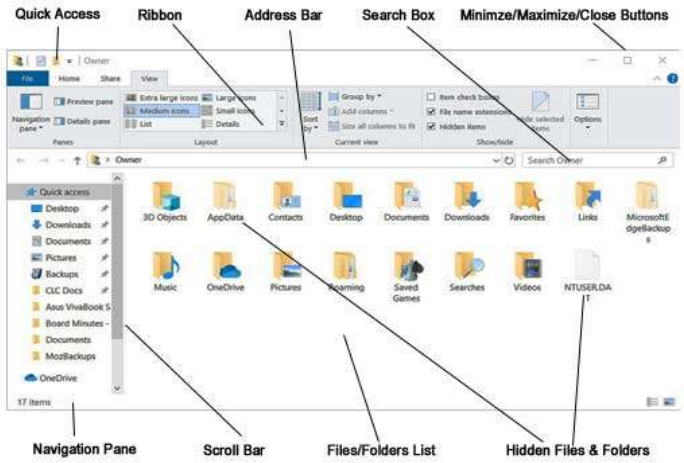
PARTS OF A WINDOWS IN COMPUTER

Microsoft Windows, the most widely used operating system




Meet the New Windows 7 Taskbar
Aero Peek hides windows so that you can see the desktop.
Jump Lists provide instant access to program features.
A box shows that the app is running.
Thumbnails show you all of a running app's windows.
The new System Tray lets you hide icons and alerts.
New Taskbar icons are larger and unlabeled.



WINDOWS VERSIONS

COMMON WINDOWS ITEMS

DESKTOP refers to the background of your screen on which the various programs run. Think of your computer screen as your electronic desktop

ICONS are those small pictures on the desktop and inside folders that represent various programs, specialized folders, etc. **FOLDERS** are containers that can contain icons, programs, data or other folders (sub-folders).

TITLE BAR refers to the bar at the top of an open window. The folder's title will tell you what the folder is used for.

CURSOR is the graphic pointer which indicates where the mouse is and what sort of action it is performing.

TASK BAR refers to the bar usually at the bottom of your Windows screen (it is movable) containing the Start Button

A SCROLL BAR appears when there is more information in the window than can be displayed.

THE ADDRESS BAR tells you your location and provides the tools to navigate around your computer. These settings vary by Windows version and can be modified.

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VIRTUAL PRINTERS

Enables you to Save a document to another format such as a PDF

POPULAR PDF PRINTERS

1. doPDF

Free *PDF printer* you can use to create PDF from any printable document. Download this free PDF creator right now and use it to print to PDF.

2. BULLZIP *PDF PRINTER*

The Bullzip *PDF Printer* works as a Microsoft Windows printer and allows you to write PDF documents from virtually any Microsoft Windows application.

3. Win2PDF

Add ***Print*** To ***PDF*** to any Windows app. To create a ***PDF***, just ***print*** to the Win2PDF ***printer***.

PDF CONVERTERS

It ***Converts*** different file types to ***PDF*** format, including Word, Excel, PPT, and images. Examples are;

- **Adobe Acrobat**
- **iLovePDF**
- **CutePDF converter**
- **Foxit PDF Converter**
- **Online2PDF**
- **PDF Candy**

FOLDER LOCKERS

Folder Lock® lets you password-protect your personal files, photos, videos, documents, contacts, wallet cards, notes and audio recordings in Android Phones.

POPULAR FOLDER LOCKERS

- Folder Lock
- Private folder
- File Locker
- Free Hide Folder
- Wise Folder Hider
- AppLocker
- GiliSoft File Lock Pro

MEDIA PLAYERS

Media player software is a type of application software for playing multimedia computer files like audio and video files.

POPULAR MEDIA PLAYERS

- VLC media player
- GOM Player
- PotPlayer
- KMPlayer
- 5KPlayer
- Plex
- DivX Player
- Media Player Classic
- RealPlayer

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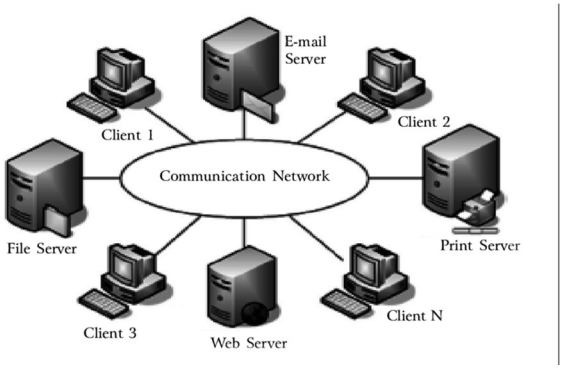
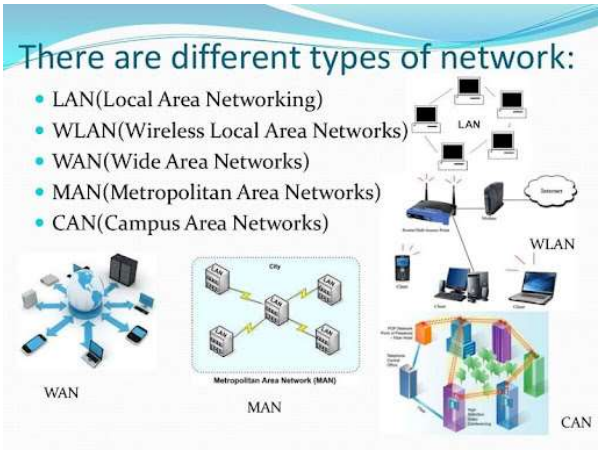
WHAT IS COMPUTER NETWORKING?



Computer networking is the process of connecting devices to allow them to share information and resources. The devices can be computers, mobile devices, routers, or applications.



THERE ARE SEVERAL TYPES OF COMPUTER NETWORKS, INCLUDING:

Local area network (LAN)

A group of computers connected in a small area, such as an office or building, using cables like ethernet, coaxial, or twisted pair. LANs offer high security and fast data transfer rates.

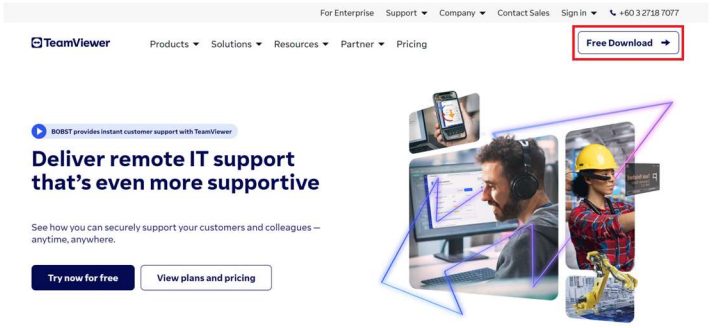
Wide Area Network (WAN)

A network that connects multiple LANs across cities, countries, or continents. The internet is the most well-known example of a WAN

Wireless LAN (WLAN)

A network that uses wireless interconnections, similar to a LAN network. WLANs and LANs typically connect devices within a specific area, like a building, and have similar reach and capacity

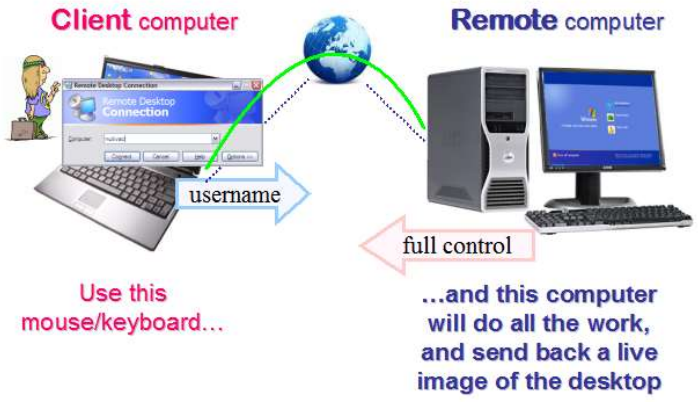
HOW TO REMOTELY ACCESS COMPUTERS OF OTHER PEOPLE USING TEAMVIEWERS



Being able to control a computer remotely offers numerous possibilities for administrators as well as for employees. It allows access not only to PCs, but also to networks located outside the physical presence. Accessing a computer remotely therefore means that you can access data at any time – regardless of your location.

Different methods to remotely connect to another computer.
1. Remote Desktop Connection
2. TeamViewer
3; Remote control from SCCM (System Center Configuration Manager)
4. Windows Remote Assistance in Windows 10
5. Other options, Microsoft Teams, Skype For Business and 3rd party remote tools

Documents or files can be easily transferred via a special data share. This data transfer can be done in both directions and is even possible on mobile devices.


Client computer
Remote computer
Remote Desktop Connection
username
full control
Use this mouse/keyboard…
…and this computer will do all the work, and send back a live image of the desktop

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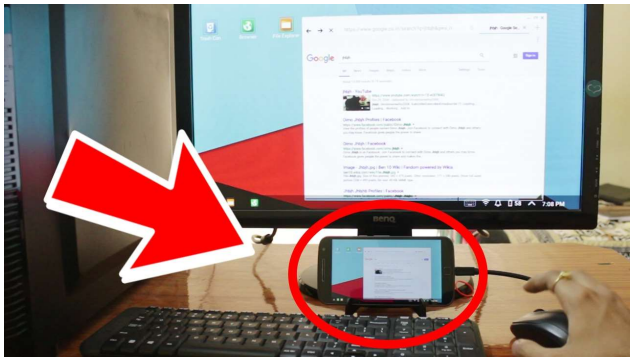
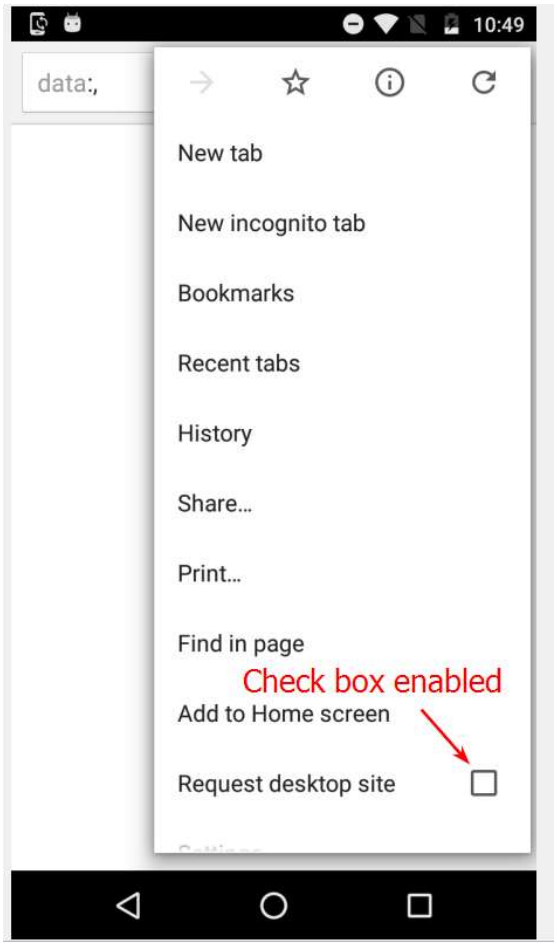
TRICK TO USE PHONE AS COMPUTER

You will need the following to convert your smartphone into a computer:



Bluetooth keyboard and mouse. You can also use a USB keyboard and mouse or a USB-OTG cable.

OR set mobile browser to desktop mode.



WAYS TO MAKE MONEY WITH COMPUTER

You can make money online with just your laptop and an internet connection.

Below Are Top Ways To Make Legitimate Money With Your Computer

1. Freelancing
2. Marketing
3. Create a course
4. Start a blog
5. Write an ebook
6. Dropshipping
7. Sell photography
8. Content creation
9. Sell used items
10. Start a podcast
11. Become YouTuber
12. Web design
13. Social Media Management
14. Create affiliate content
15. Ecommerce
16. App development
17. Become A Computer Teacher
18. Create videos
19. Online tutoring
20. Virtual Assistant
21. Online selling
22. App testing
23. Be an influencer

SAY NO TO CYBER CRIME

Cybercrime encompasses a wide range of criminal activities that are carried out using digital devices and/or networks. These crimes involve the use of technology to commit fraud, identity theft, data breaches, computer viruses, scams, & expanded upon in other malicious acts.

CYBER SECUITY

Cybersecurity is the practice of *defending computers, servers, mobile devices, electronic systems, networks, and data* from malicious attacks

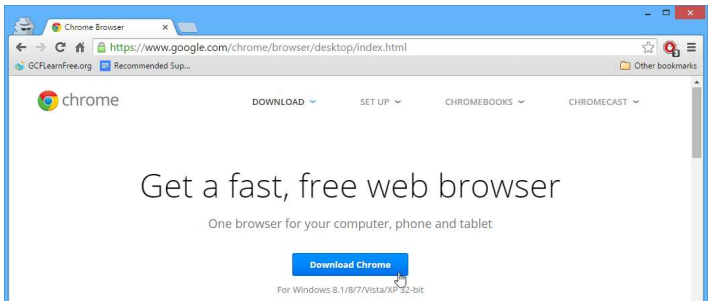
INSTALLING SOFTWARE ON YOUR WINDOWS PC

1. INSTALLING FROM A CD-ROM

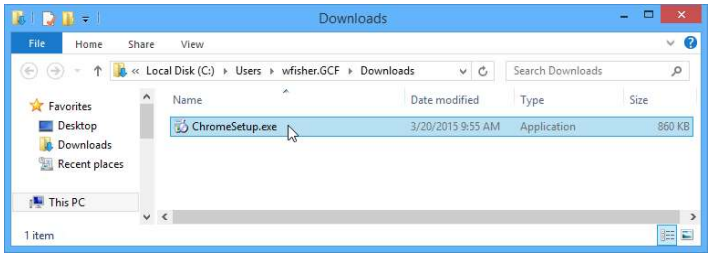
From the mid-1990s through the late 2000s, the most common way to get new software was to purchase a CD-ROM. You could then insert the disc, and the computer would walk you through the installation.

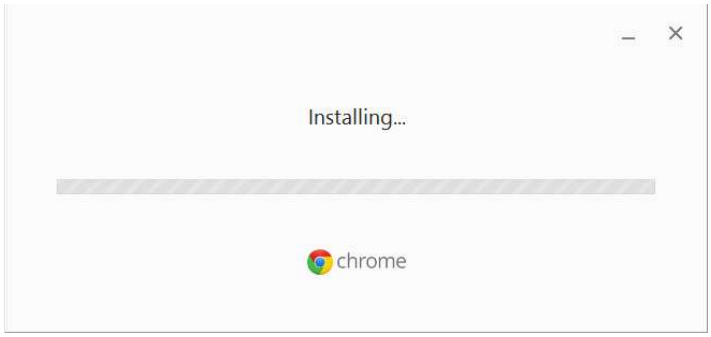
2. INSTALLING SOFTWARE FROM THE WEB

Today, the most common way to get new software is to download it from the Internet. Applications like Microsoft Office and Adobe Photoshop can now be purchased and downloaded right to your computer.



For example, if you wanted to install the Google Chrome web browser, the installation file will be saved to your computer in .exe format. Pronounced dot e-x-e, this is the standard extension for installation files on Windows computers.



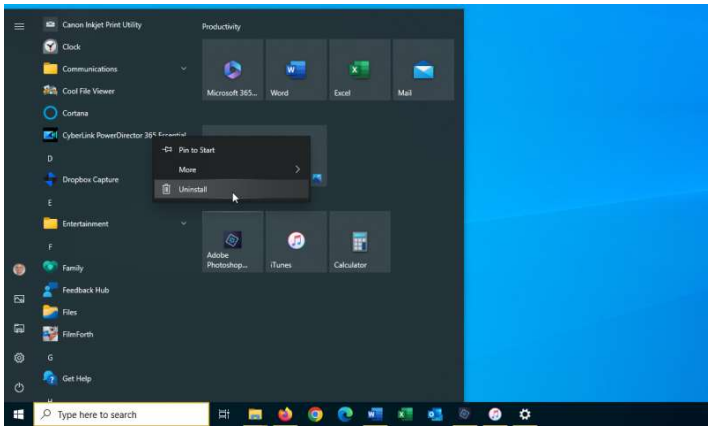


WAYS TO UNINSTALL PROGRAMS IN WINDOWS

Stuck with applications on your computer that you no longer use or want? You can easily remove them to free up disk space and unclutter your Start menu. Windows 10 and 11 both include a built-in uninstall option available through the Start menu, Settings screen, and Control Panel.

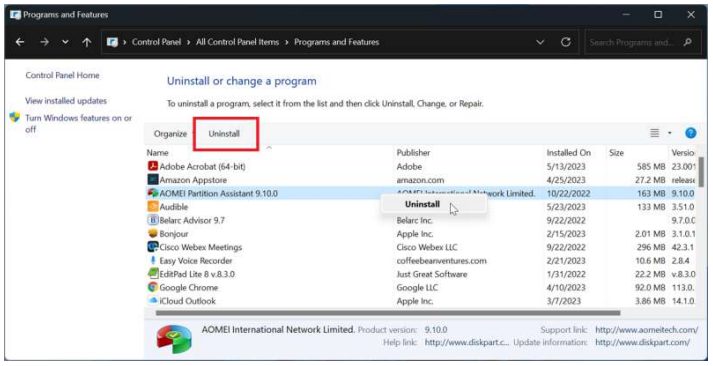
1. UNINSTALL APPS FROM THE START MENU

In Windows 10, click the Start button and look for a program you wish to remove, either in the app list on the left or in the tiled section on the right. Right-click the program and click the Uninstall option from the menu to wipe it out



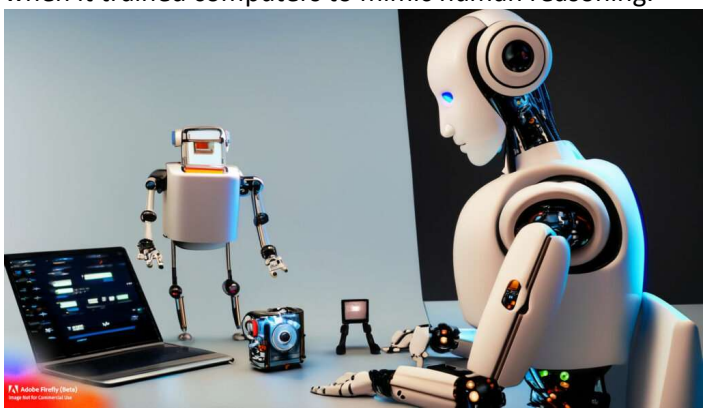
2. UNINSTALL APPS FROM CONTROL PANEL

If you prefer using Control Panel, that option is still available in both Windows 10 and Windows 11. Click the Search ?eld on the Taskbar, start typing "Control Panel," and select Control Panel from the results



WHAT IS ARTIFICIAL INTELLIGENCE (AI)?

Artificial intelligence (AI) technology allows computers and machines to simulate human intelligence and problem-solving tasks. The ideal characteristic of artificial intelligence is its ability to rationalize and take action to achieve a specific goal. AI research began in the 1950s and was used in the 1960s by the United States Department of Defense when it trained computers to mimic human reasoning.



TYPES OF ARTIFICIAL INTELLIGENCE

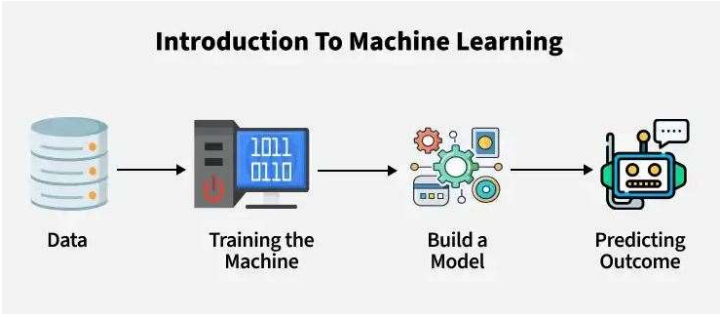
Narrow AI: Also known as Weak AI, this system is designed to carry out one particular job. Weak AI systems include video games like personal assistants like Amazon's Alexa and Apple's Siri. Users ask the assistant a question, and it answers it for you.

General AI: This type includes strong artificial intelligence systems that carry on the tasks considered to be human-like. They tend to be more complex and complicated and can be found in applications like self-driving cars or hospital operating rooms.

BRANCHES OF ARTIFICIAL INTELLIGENCE

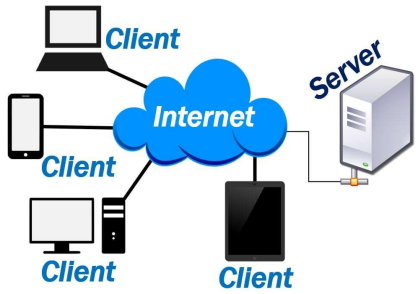
Artificial Intelligence can be used to solve real-world problems by implementing the following processes/ techniques:

- **Machine Learning**
- **Deep Learning**
- **Natural Language Processing**
- **Robotics**
- **Expert Systems**
- **Fuzzy Logic**



WHAT IS A SERVER?

A server is a computer program or device that provides a service to another computer program and its user, also known as the client. In a data center, the physical computer that a server program runs on is also frequently referred to as a server. That machine might be a dedicated server or it might be used for other purposes.



In the client/server programming model, a server program awaits and fulfills requests from client programs, which might be running in the same, or other computers. A given application in a computer might function as a client with requests for services from other programs and as a server of requests from other programs.

SEARCH ENGINES

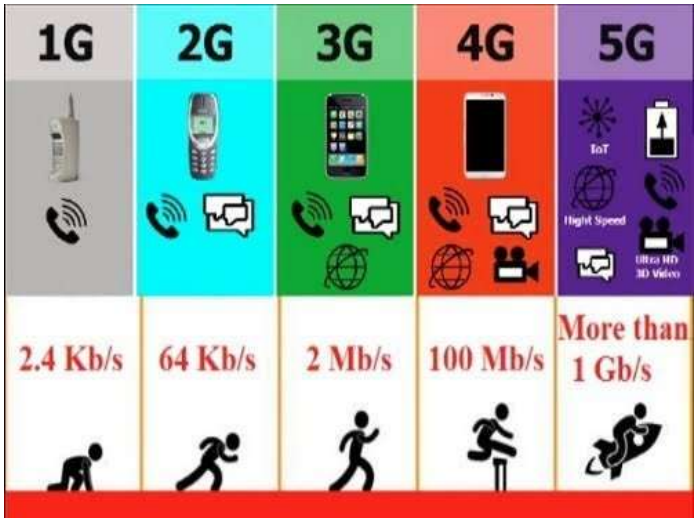
A search engine is a software program that helps people find the information they are looking for online using keywords or phrases. Search engines are able to return results quickly—even with millions of websites online—by scanning the Internet continuously and indexing every page they find.

TOP SEARCH ENGINES

- Google
- Bing
- Yahoo!
- Yandex
- DuckDuckGo
- Baidu
- Ask.com
- Internet Archive
- Wayback machine

1G, 2G, 3G, 4G, AND 5G

1G, 2G, 3G, 4G, and 5G are different generations of mobile communication technologies. Each generation represents significant advancements in terms of network capabilities and features.



1G (First Generation):
Introduced in the 1980s, It used analog signals for voice transmission. Data transfer rates were very low, typically limited to 2.4 kbps. 1G systems had limited coverage and capacity and were primarily used for voice calls.

2. 2G (Second Generation):
2G technology emerged in the early 1990s, It used digital signals and introduced various digital modulation techniques like GSM (Global System for Mobile Communications) and CDMA (Code Division Multiple Access). Data transfer rates increased to around 64 kbps, enabling basic internet access and email.

3. 3G (Third Generation):
3G technology was introduced in the early 2000s,
It supported higher data transfer rates, ranging from hundreds of kilobits per second (kbps) to several megabits per second (Mbps). 3G networks enabled video calling, mobile internet access, and multimedia streaming.

4. 4G (Fourth Generation):
4G technology emerged around 2010, It offered even faster data rates, ranging from tens of Mbps to hundreds of Mbps. 4G networks introduced technologies like LTE (Long-Term Evolution) and WiMAX, enabling high-speed internet access, video streaming, and online gaming.

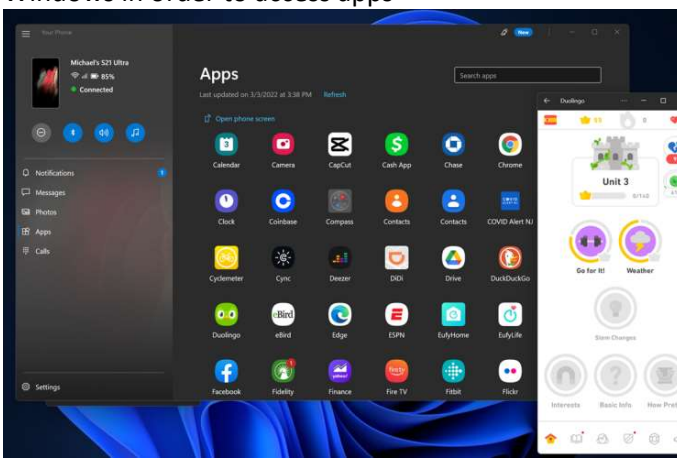
5. 5G (Fifth Generation):
5G technology started rolling out in the 2010s, It provides extremely high data transfer rates, potentially reaching several gigabits per second (Gbps).
5G networks have significantly lower latency, enabling real-time communication and supporting emerging technologies like autonomous vehicles, remote surgery, and Internet of Things (IoT) applications.

WAYS TO USE ANDROID APPS ON COMPUTER

Want to use Android apps on a PC? These are the apps and services that can make it happen.

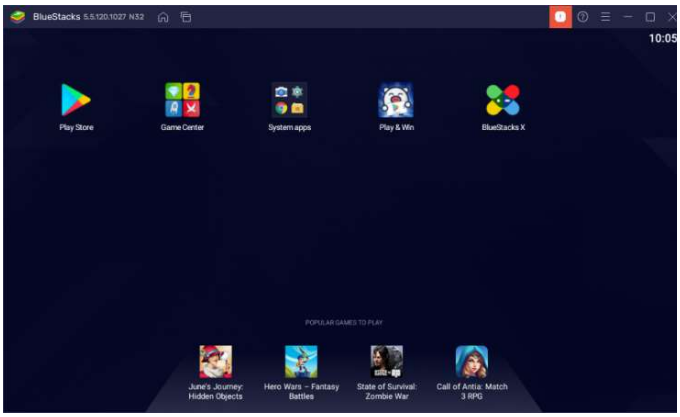
1. LINK YOUR PHONE TO WINDOWS

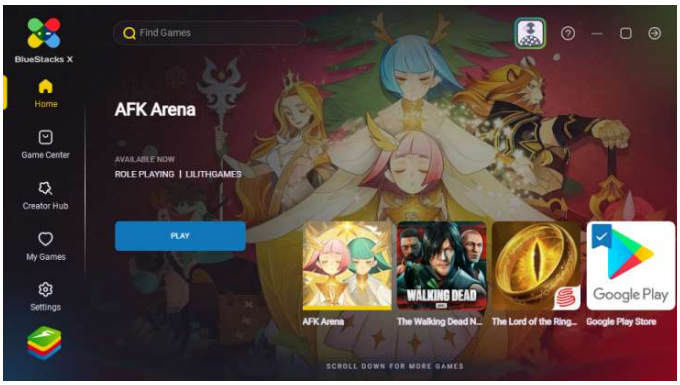
For apps already installed on your phone, you don't need anything fancy. Microsoft's Phone Link app allows you to connect your Android device (and iPhone) to Windows in order to access apps



2. RUN APPS WITH BLUESTACKS

it's become the best Android app emulator around, making it a great solution for games and apps that don't have a corresponding desktop version.





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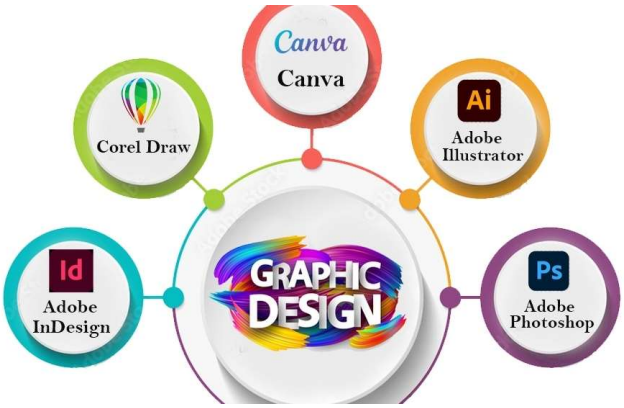
GRAPHIC DESIGN

Graphic design is a form of communication that uses colours, shapes, images, and words to create visual.

TYPES OF GRAPHIC DESIGN

- Web Design
- UI and Interactive Design
- Advertising and Marketing Design
- Motion Graphics and Animation
- Packaging Design.
- Game Design
- Illustration.
- Publication and Typographic Design.

POPULAR GRAPHIC DESIGN SOFTWARE



- Canva
- Adobe Illustrator
- Adobe Photoshop
- CorelDRAW
- GIMP
- Adobe InDesign
- Affinity Designer
- Inkscape
- Sketch

DIFFERENT TYPES OF COMPUTER FILES

….

If your career involves computers, emails, social media or software, you may need to send and receive files, , it's important to know di?erent ?le types so you can select the right one for your tasks.

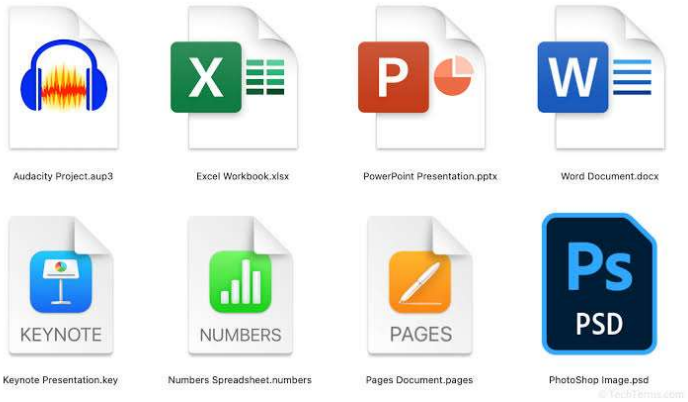


IMAGE FILE FORMATS

- Joint photographic experts group (JPEG or JPG)
- Graphics interchange format (GIF
- Scalable vector graphics (SVG
- Portable networks graphic (PNG)
- Tagged image file format (TIFF or TIF)

DOCUMENT FILE FORMATS

- Portable document format (PDF)
- Word document (DOC and DOCX)
- Microsoft excel spreadsheet file (XLS and XLSX)
- Text file (TXT)
- PowerPoint Presentation (PPT)
- Open Document Presentation (ODP)
- Apple Keynote file (KEY)

VIDEO FILE FORMATS

- Moving picture experts group layer four (MP4)
- Audio video interleave (AVI)
- QuickTime Movie file (MOV)
- Flash video format (FLV)
- Advanced video coding, high de?nition (AVCHD)

AUDIO FILE FORMATS

- MPEG 4 audio (M4A)
- MPEG layer audio 3 (MP3)
- Waveform audio file (WAV)

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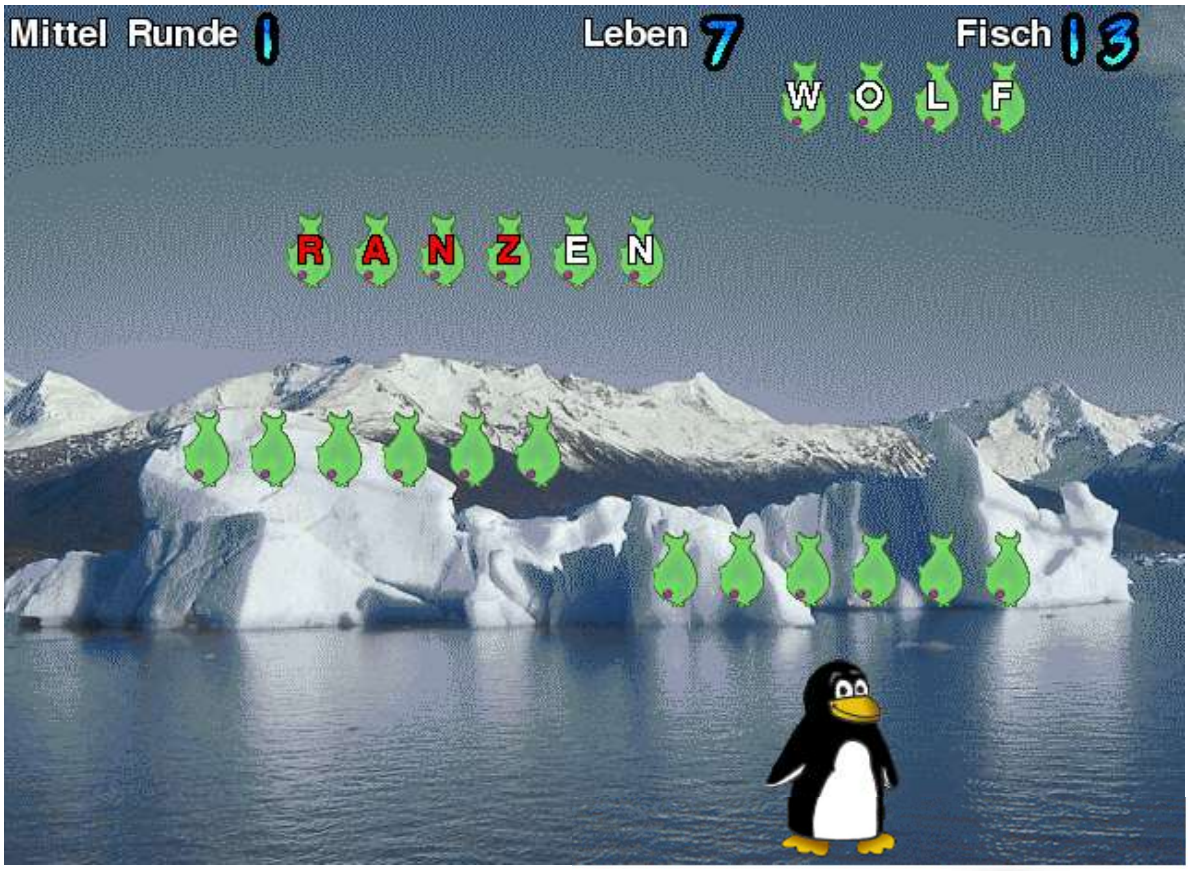
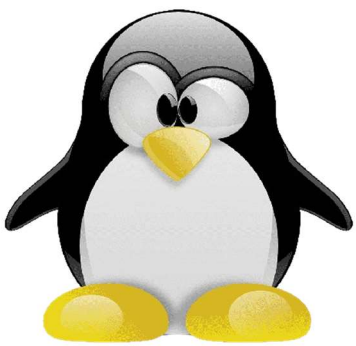
WHAT IS TYPING GAME?

Typing games are a great way to improve typing speed and accuracy. Here Are Popular Typing Games;

1. Mavis Beacon
2. Tux Typing
3. Z-Type
4. Kids Play - Kids typing game
5. TypeRacer
6. Typing Game - Typing Attack
7. Epistory - Typing Chronicles
8. Typing Master Word Typing Game
9. Type Faster
10. Nitro Type





Esther & Hephzibah Are Learning How To Type Fast With TUX TYPING GAME

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MS OFFICE APPLICATIONS & ITS FUNCTIONS

1. MS WORD

First released on October 25, 1983. Extension for Doc files is ".doc". It is useful in creating text documents. Send, view and edit Office docs attached to emails from your phone with this powerful word processing app from Microsoft.

2. MS EXCEL

It is a data processing application. Large data can easily be managed and saved in tabular format using MS Excel.
Calculations can be done based on the large amount of data entered into the cells of a spreadsheet within seconds
File extension, when saved in the computer, is ".xls"

3. MS POWERPOINT

It was released on April 20, 1987.
Used to create audiovisual presentations
Each presentation is made up of various slides displaying data/ information. Each slide may contain audio, video, graphics, text, bullet numbering, tables etc.
The extension for PowerPoint presentations is ".ppt"

4. MS ACCESS

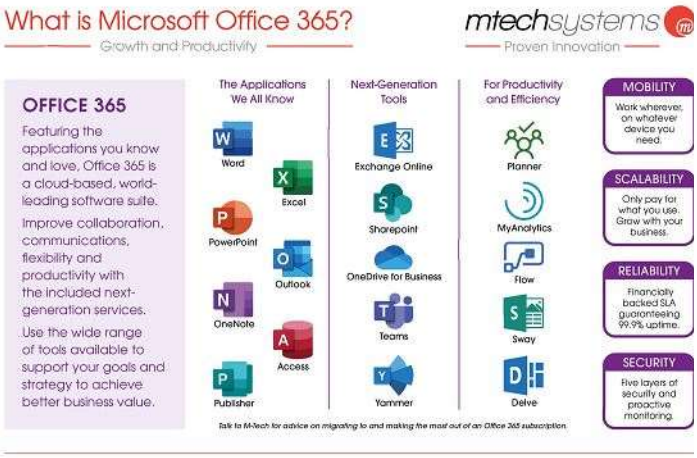
It was released on November 13, 1992.
It is Database Management Software (DBMS).
Table, queries, forms and reports can be created on MS Access.
Import and export of data into other formats can be done
The file extension is ".accdb"

5. MS PUBLISHER

The specialty of the publisher is that it has many other pre-published editions available in it. Like Newsletters, Brocher, Invitation Card, Greeting Cards, Mailing Label, Banner, Web Page, etc. all this is there in it.

OFFICE 365

Office 365 is a subscription-based version of the Microsoft? Office Suite, and you have a few options when purchasing an account. One is Office 365 Personal, which gives a single user full access to every Office application. Another is Office 365 Home, which is Designed for families where multiple people will be using Office.



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SIMILAR APPLICATIONS LIKE MS OFFICE

1. WPS OFFICE

WPS Office suites can be run on different operating systems. WPS Office provides versions for Windows, macOS, Linux, iOS, and Android, allowing users to use the software on their preferred operating system.

2. LIBREOFFICE

LibreOffice is a powerful open source office suite that offers a word processor, spreadsheet application, presentation software, and more.

3. SOFTMAKER OFFICE

SoftMaker Office is a comprehensive open source office suite that provides a word processor, spreadsheet application, and presentation software.

4. APACHE OPENOFFICE

Apache OpenOffice is a popular open source office suite that provides a word processor, spreadsheet application, presentation software, and more

edesoninfotech.com.ng

OCR: CONVERTING SCANNED DOCUMENTS TO EDITABLE FILES

Optical Character Recognition (OCR) is the process that converts an image of text into a machine-readable text format. For example, if you scan a form or a receipt, your computer saves the scan as an image file. You cannot use a text editor to edit, search, or count the words in the image file. However, you can use OCR to convert the image into a text document with its contents stored as text data.

OCR software provides businesses with all-in-one document support and management services. It enables users to scan, search, edit, and modify images and convert them into editable documents.

8 BEST FREE OCR SOFTWARE IN 2025

1. Laserfiche
2. FineReader PDF for Windows and Mac
3. TextIn
4. Ephesoft
5. Nanonets
6. Rossum
7. Base64.ai: Automated document data extraction
8. DocuClipper

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WHAT IS MS WORD?

Used to make professional-quality documents, letters, reports, etc., MS Word is a word processor developed by Microsoft. It has advanced features which allow you to format and edit your files and documents in the best possible way.

WHERE TO FIND MS WORD ON YOUR PERSONAL COMPUTER?

Follow these simple steps to open MS Word on your personal computer:

Start → All Programs → MS Office → MS Word.

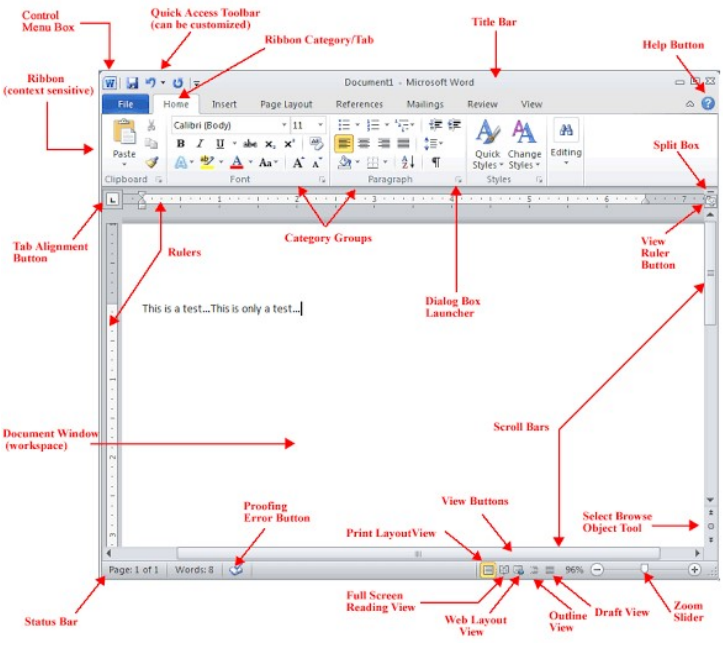
WHAT ARE THE USES OF MS WORD?

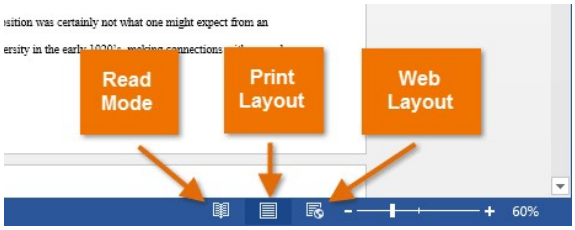
MS Word enables users to do write-ups, create documents, resumes, contracts, etc. This is one of the most commonly used programs under the Office suite.

HOW TO CREATE AN MS WORD DOCUMENT?

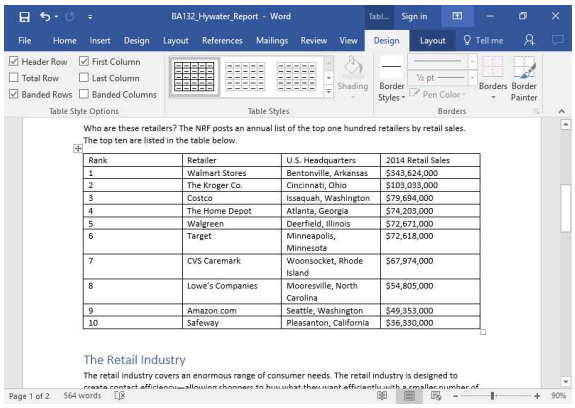
To create an MS Word doc, follow the steps mentioned above to open Microsoft Word. Then once the program is open, click on “File” followed by “New”. This opens a new doc where something new can be created.

ILUSTRATIONS OF MS WORD ELEMENTS





MICROSOFT WORD TABLE

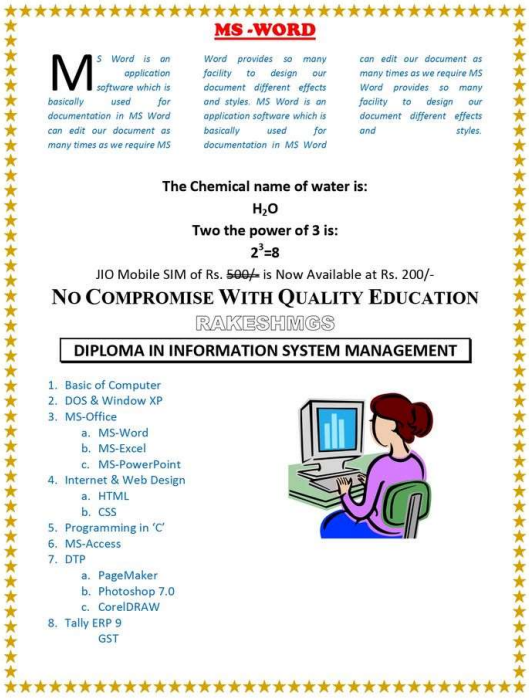


Who are these retailers? The NRF posts an annual list of the top one hundred retailers by retail sales. The top ten are listed in the table below.

Rank	Retailer	U.S. Headquarters	2014 Retail Sales
1	Walmart Stores	Bentonville, Arkansas	$343,624,000
2	The Kroger Co.	Cincinnati, Ohio	$103,033,000
3	Costco	Issaquah, Washington	$79,694,000
4	The Home Depot	Atlanta, Georgia	$74,203,000
5	Walgreen	Deerfield, Illinois	$72,671,000
6	Target	Minneapolis, Minnesota	$72,618,000
7	CVS Caremark	Woonsocket, Rhode Island	$67,974,000
8	Lowe's Companies	Mooresville, North Carolina	$54,805,000
9	Amazon.com	Seattle, Washington	$49,353,000
10	Safeway	Pleasanton, California	$36,330,000

The Retail Industry

The retail industry covers an enormous range of consumer needs. The retail industry is designed to



MS -WORD

MS Word is an application software which is basically used for documentation in MS Word can edit our document as many times as we require MS Word provides so many facility to design our document different effects and styles. MS Word is an application software which is basically used for documentation in MS Word can edit our document as many times as we require MS Word provides so many facility to design our document different effects and styles.

The Chemical name of water is:

H_2O

Two the power of 3 is:

$2^3=8$

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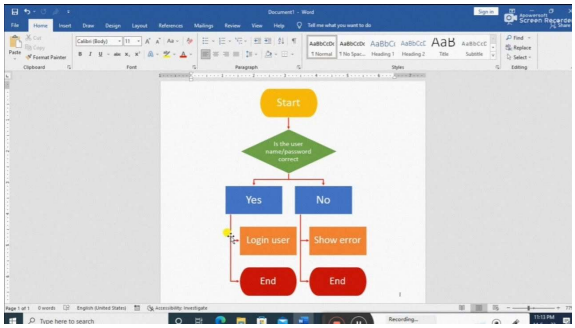
RAKESHMGS

DIPLOMA IN INFORMATION SYSTEM MANAGEMENT

1. Basic of Computer
2. DOS & Window XP
3. MS-Office
   a. MS-Word
   b. MS-Excel
   c. MS-PowerPoint
4. Internet & Web Design
   a. HTML
   b. CSS
5. Programming in ‘C’
6. MS-Access
7. DTP
   a. PageMaker
   b. Photoshop 7.0
   c. CorelDRAW
8. Tally ERP 9
   GST

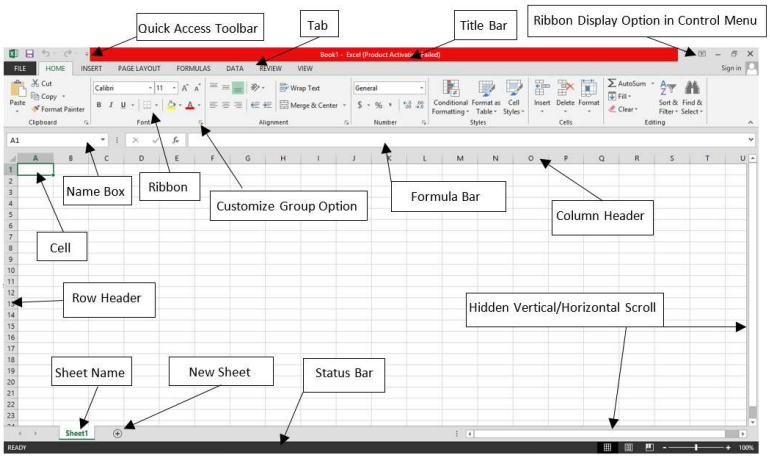


MICROSOFT EXCEL

Microsoft Excel is a spreadsheet program that allows you to store, organize, and analyze information.

MS-EXCEL COMPONENTS

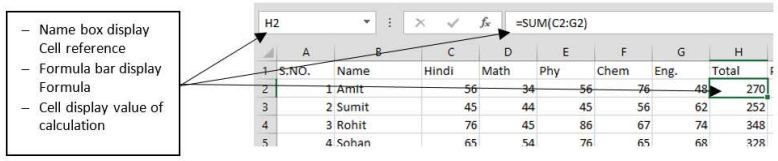
When You will open Ms-excel 2013, a window will display like below with various of functions and features with its category name.



Some common component of excel window are already discussed in MS-Word chapter. Like- Title bar, Tab, Ribbon, etc. Now we discuss about some new component that are only used in Excel –

Name Box – It shows the cell reference or cell name of the current selected cell. Example- A1, B5, Marks, etc.

Formula Bar – It shows the value or formula of current selected cell. It is used to edit in value or formula of the selected cell.



S.NO.	Name	Hindi	Math	Phy	Chem	Eng.	Total
1	Amit	56	34	56	76	48	270
2	Sumit	45	44	45	56	62	252
3	Rohit	76	45	86	67	74	348
4	Sohan	65	54	76	65	68	328

ROW HEADER – Row Header is a Row identification character. Like – 1, 2, 3, etc. When you click on any row header, entire row selected automatically.

NEW SHEET – When you click on the button a new blank sheet automatically inserted at this point

WORKBOOK – Excel document is called a workbook. A workbook contains no. of sheet, by default it display 1 sheet (3 sheets in old version).

WORKSHEET – A sheet is a page that is collection of rows and columns. It contains 1048576 rows and 16384 columns (65536 rows and 256 columns in old version).

ROW - Is a horizontal bar and column is vertical bar in a sheet.

CELL – Where rows and columns are intersect, is called cell.

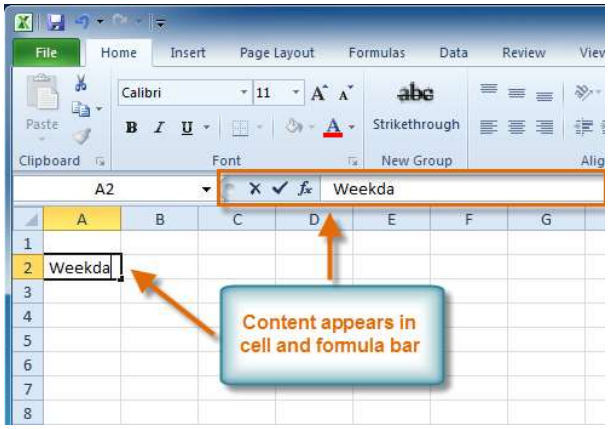
CELL REFERENCE – In a sheet each cell is a distinct from other. Each cell in a sheet has own address. Address is a combination of column header and row header, these combination are called cell reference. Ex- A1, B5, etc.

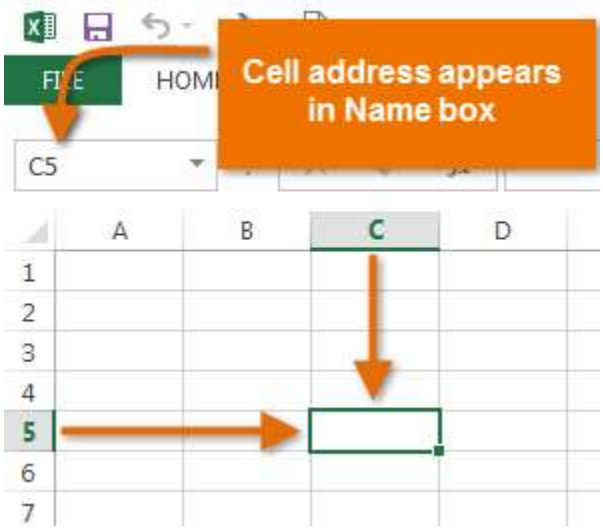
CELL RANGE – Cell range is a combination of number of cells. Cell range written as starting cell reference and ending cell reference with colon (:) operator. Example- (A1:A10), (B1:D5), etc.

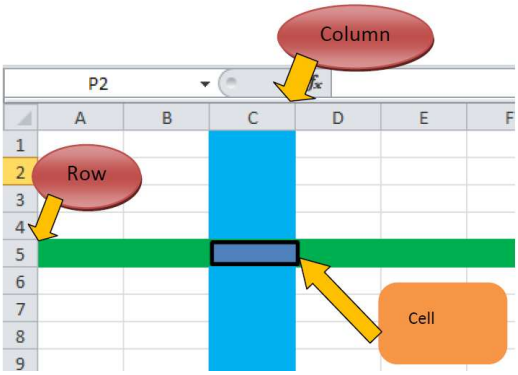
SELECTION POINTER – This pointer appear when mouse pointer move on the sheet. When this pointer show you can select one or more cells.

MOVE POINTER – This pointer appear when mouse pointer move on the cell border. At this time you can move the cell and its value at other position in the sheet.

DRAG POINTER – This pointer appear when mouse pointer move at the bottom right corner in cell. At this time, you can copy the value or formula of the current cell into another cell by drag-n-drop method in row/column wise area.

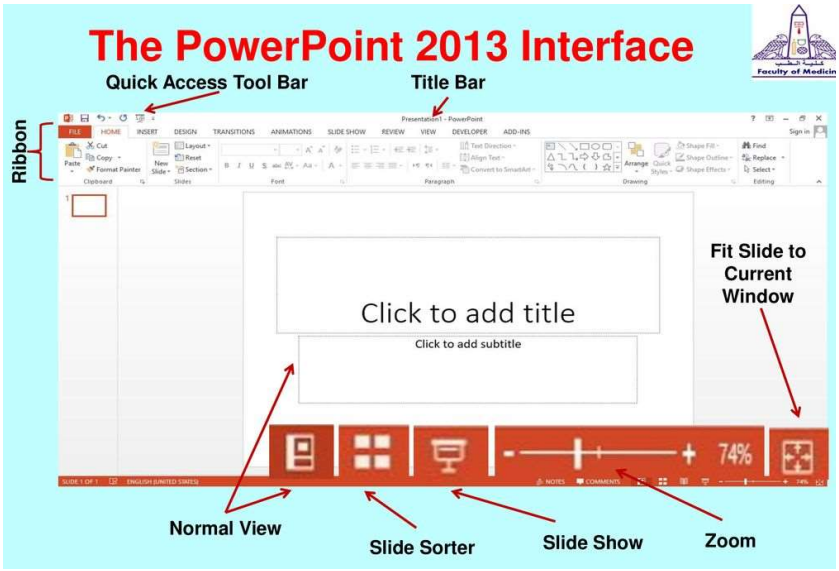


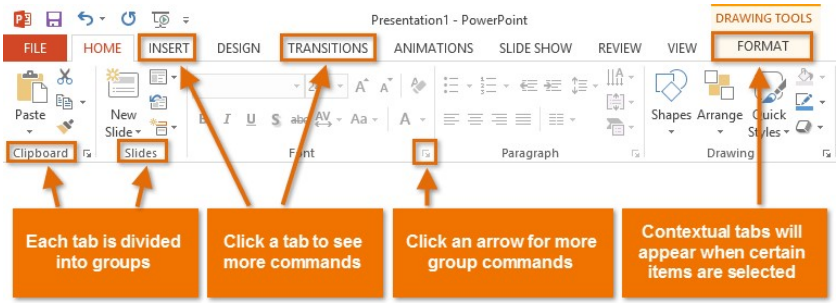


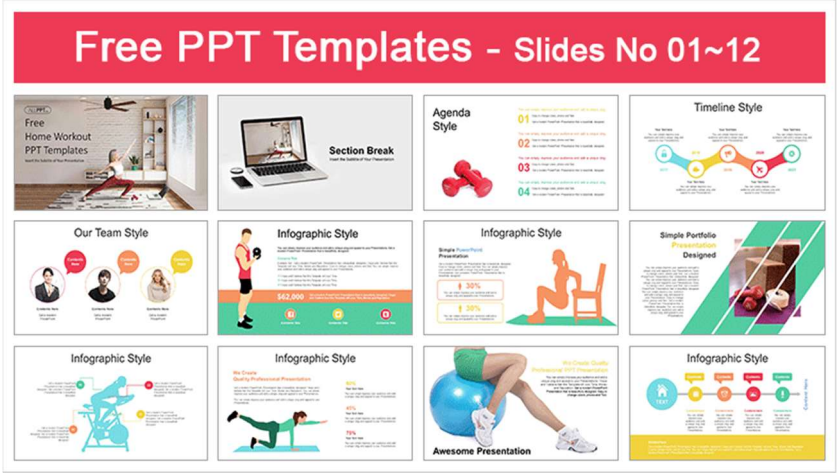


MICROSOFT POWERPOINT

Microsoft 2013 is arguably the best version of PowerPoint yet. It contains the same great features you loved in past versions, which have been fine-tuned and improved for better usability



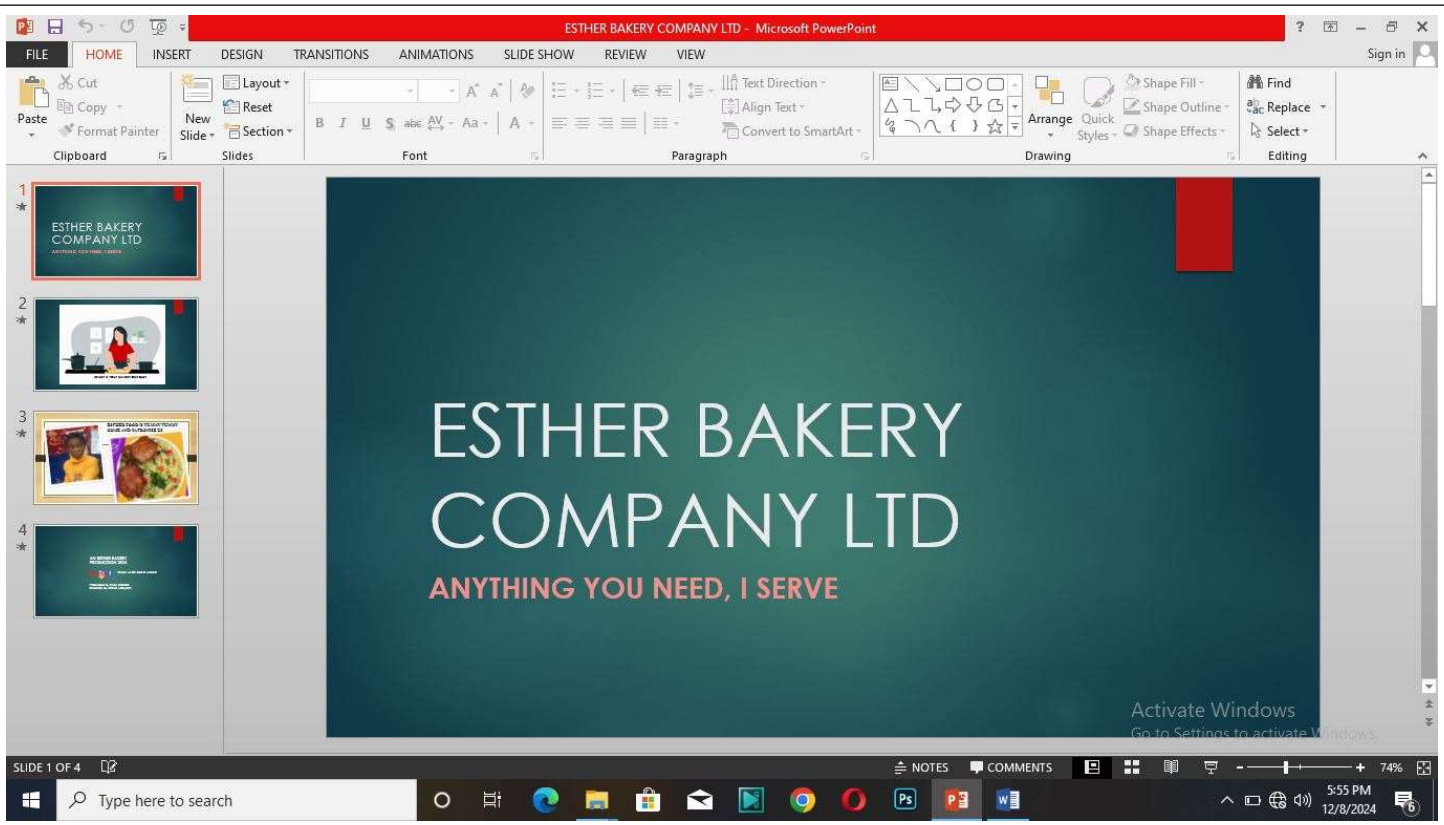


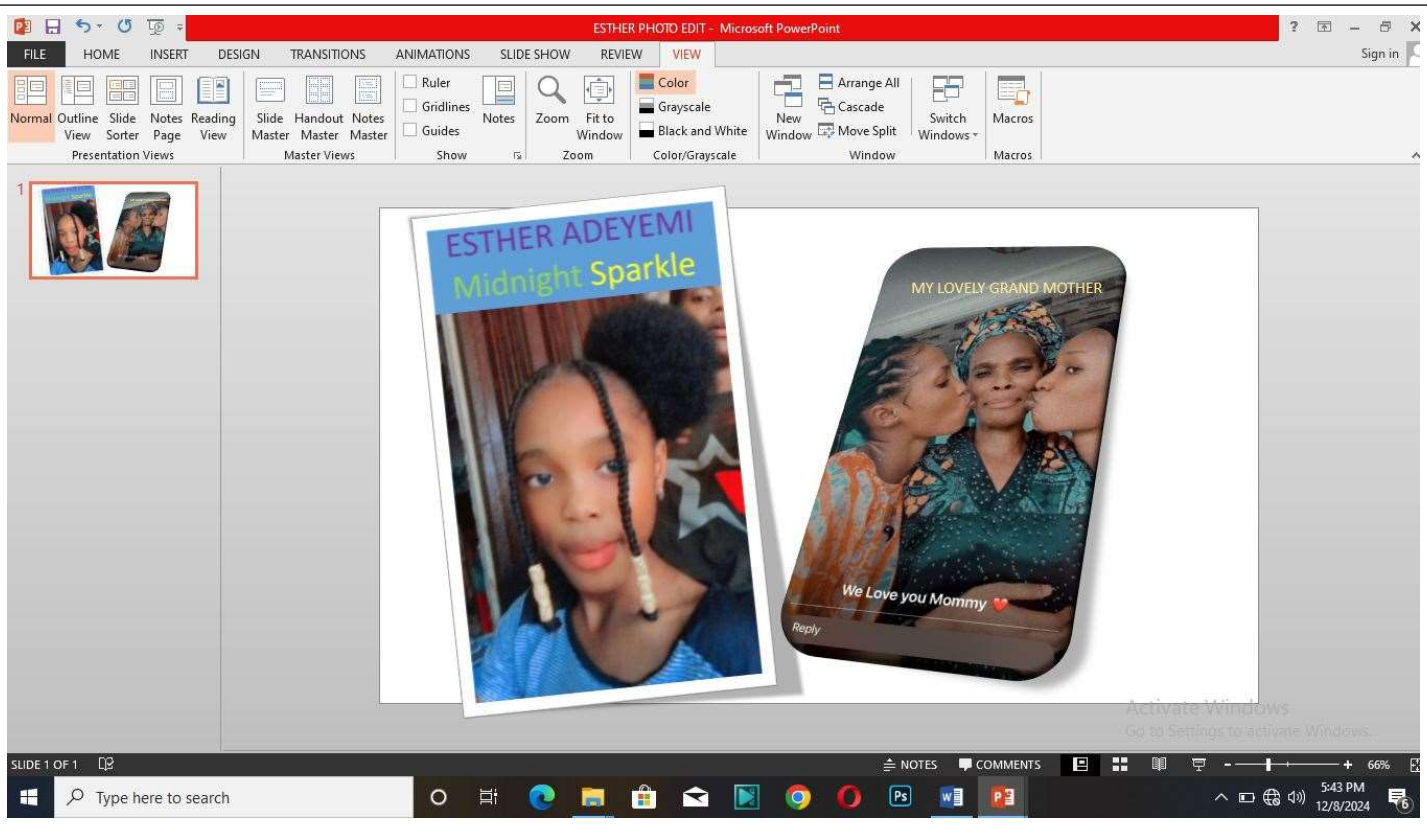


USES OF POWERPOINT

1. Use PowerPoint for Crafting Engaging Digital Storytelling
2. Use PowerPoint to Make Interactive Quizzes
3. Use PowerPoint to Design Eye-Catching Resumes
4. Building a Professional Digital Portfolio with PowerPoint
5. Creating Informative Infographics
6. Developing Animated Content
7. Crafting Brochures and Flyers
8. Constructing Interactive Maps
9. Use PowerPoint to Produce Engaging Video Content
10. Implementing Project Planning
11. Designing Educational Tutorials
12. Creating Personalized Photo Slideshows
13. Developing Flashcards for Review

EXAMPLE OF BANNER DESIGNED WITH POWERPOINT


ESTHER BAKERY COMPANY LTD - Microsoft PowerPoint
ESTHER BAKERY COMPANY LTD
ANYTHING YOU NEED, I SERVE
SLIDE 1 OF 4
Activate Windows



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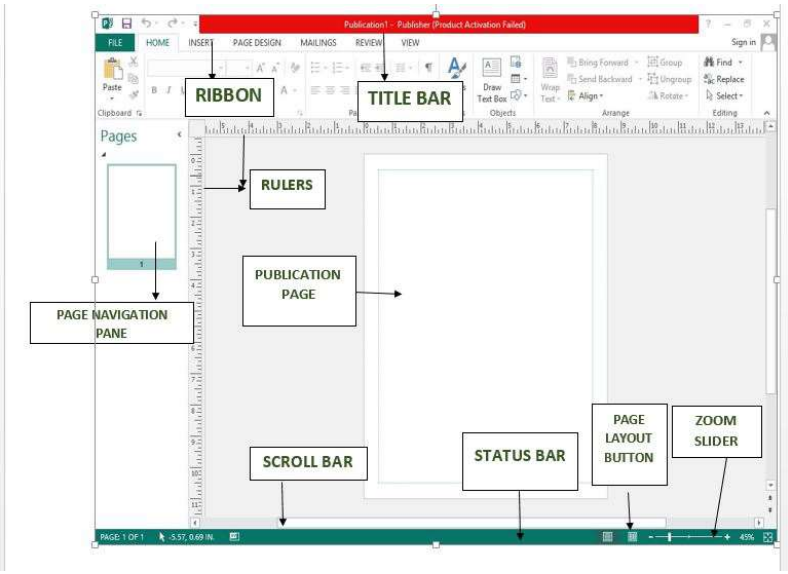
INTRODUCTION TO MICROSOFT PUBLISHER

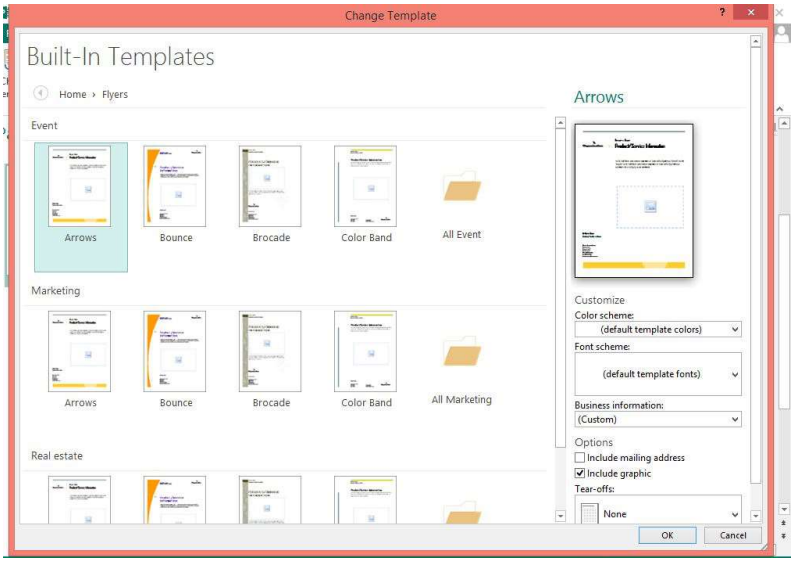
WHAT IS MICROSOFT PUBLISHER

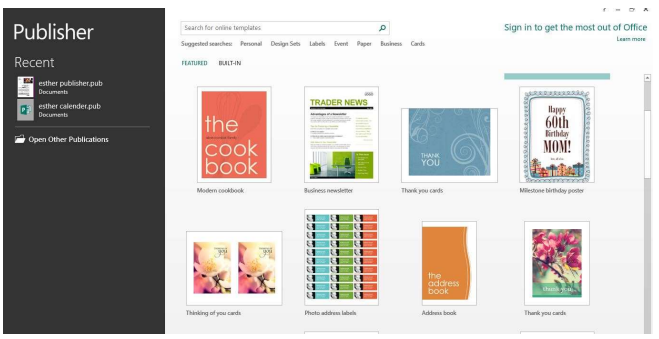
The specialty of the publisher is that it has many other pre-published editions available in it. Like Newsletters, Brocher, Invitation Card, Greeting Cards, Mailing Label, Banner, Web Page, etc. all this is there in it.

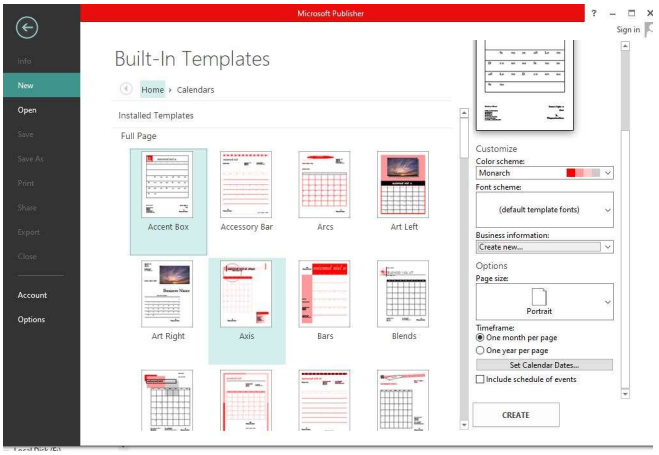


THESE ARE THE FEATURES AVAILABLE WITH MICROSOFT PUBLISHER:

- Technical-level effects for texts, shapes, and images.
- Capability to use high-quality image backgrounds.
- Mail merge tools.
- Personalization tools.
- Drag-and-drop picture importing and interchanging.
- Detailed ruler and guides for correct measurements.
- Document-sharing abilities.







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INTRODUCTION TO MS ACCESS

MS Access is a Database Management system which was launched by Microsoft. It is a part of the Microsoft Office suite and stores data in its own format.

USES OF MICROSOFT ACCESS

1. MS Access can be used to develop application software and is generally used by data architects, software developers and power users.
2. Manage accounts and bills
3. Store data in the form of tables and edit or customise them later as per the requirement of the user
4. It can be used to make our websites
5. Comparing data or finding a relationship between the existing data can be done using Access

MAJOR COMPONENTS OF MS ACCESS

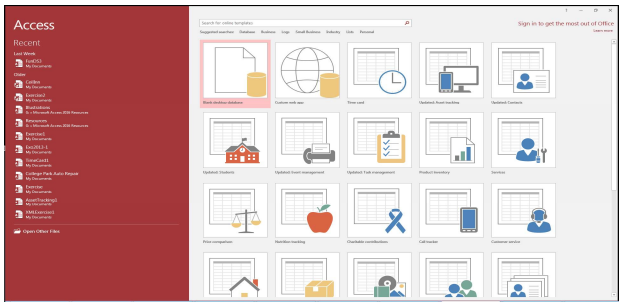
1. Tables
2. Queries
3. Relationships
4. Macros
5. Forms
6. Reports
7. Module

TYPES OF DATABASES IN MS ACCESS

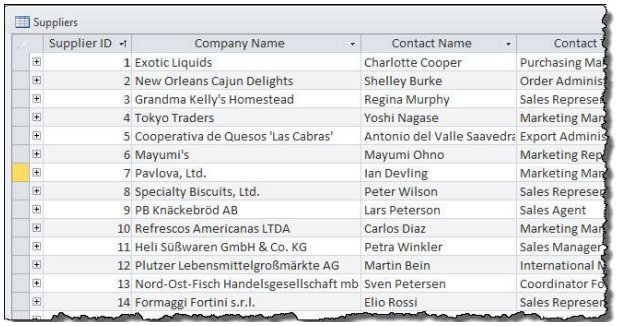
There are two types of database in MS Access:

Flat File Database: When the data is stored in the form of a plain text file and cannot incorporate multiple tables.

Relational Database: When the data is stored in a form that the data items are related to one another. It supports multiple tables which organize the text in rows and columns.



TABLES: A table in Access is similar to any other tabulated data in the form of rows and columns.


Suppliers

Supplier ID	Company Name	Contact Name	Contact
1	Exotic Liquids	Charlotte Cooper	Purchasing Ma
2	New Orleans Cajun Delights	Shelley Burke	Order Administ
3	Grandma Kelly's Homestead	Regina Murphy	Sales Represe
4	Tokyo Traders	Yoshi Nagase	Marketing Mar
5	Cooperativa de Quesos 'Las Cabras'	Antonio del Valle Saavedra	Export Administ
6	Mayumi's	Mayumi Ohno	Marketing Rep
7	Pavlova, Ltd.	Ian Devling	Marketing Mar
8	Specialty Biscuits, Ltd.	Peter Wilson	Sales Represe
9	PB Knäckebröd AB	Lars Peterson	Sales Agent
10	Refrescos Americanas LTDA	Carlos Diaz	Marketing Mar
11	Heli Süßwaren GmbH & Co. KG	Petra Winkler	Sales Manager
12	Plutzer Lebensmittelgroßmärkte AG	Martin Bein	International M
13	Nord-Ost-Fisch Handelsgesellschaft mb	Sven Petersen	Coordinator Fo
14	Formaggi Fortini s.r.l.	Elio Rossi	Sales Represe

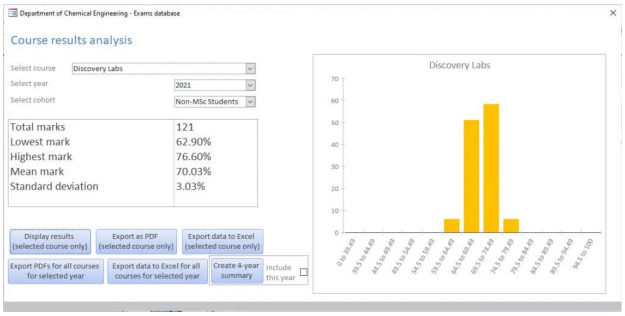
QUERIES: Once a table is created and the user or programmer is looking for a calculated output, then it is called queries. This may include filtering, calculating, sorting, updating, etc.

RELATIONSHIPS: As the name suggests, when more than one table is added, the relation or connection between them can be achieved. There three ways in which the connection between the tables can be determined:

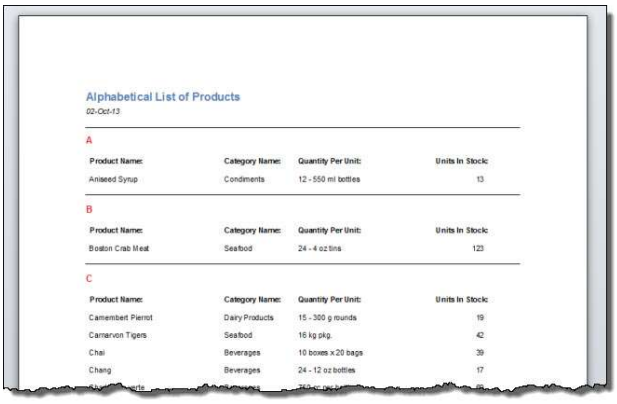
1. One to one
2. One to Many
3. Many to Many

MACROS: The tool using which predefined actions which can automate tasks on an Access report is called macros. Multiple tasks can be assigned and they will function whenever the macros option is selected on a report.

FORMS: A user interface for a database application can be created using forms. Forms can further be divided into two: bound and unbound forms



REPORT: Once all the information is entered into the database, it can be reviewed or analysed using a report. A report can then be customised ormodified as per the user's requirement


Alphabetical List of Products
02-Oct-13
A
Product Name: Category Name: Quantity Per Unit: Units In Stock:
Aniseed Syrup Condiments 12 - 550 ml bottles 13
B
Product Name: Category Name: Quantity Per Unit: Units In Stock:
Boston Crab Meat Seafood 24 - 4 oz tins 123
C
Product Name: Category Name: Quantity Per Unit: Units In Stock:
Camembert Pierrot Dairy Products 15 - 300 g rounds 19
Carnarvon Tigers Seafood 16 kg pkg. 42
Chai Beverages 10 boxes x 20 bags 39
Chang Beverages 24 - 12 oz bottles 17

MODULE: This allows a set of pre-defined instructions to be created by a programmer in the database. They can be used throughout the database

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1. INTERNET

The Internet is a vast network that connects computers all over the world. Through the Internet, people can share information and communicate from anywhere with an Internet connection.

2. BOUNCE RATE

Bounce rate is the percentage of visitors to a website who leave the website quickly without really looking at it

3. CALL TO ACTION (CTA)

A call to action is the text, banner, form, or image on a web page (or email) asking a visitor to literally take an action—read more content, join an email list, sign up for a webinar, buy a product, etc.

4. KEYWORDS

Keywords are words or phrases commonly used in search engines to look for online content. Keyword research is a powerful internet marketing tool, since web advertising and website search engine placement can be optimized to match high traffic keywords, making it more likely that Googlers will end up on your site.

5. SEARCH ENGINE MARKETING (SEM)

SEM describes the use of paid advertising (such as brief copy, product listings, and video clips) on search engines (Google, Yahoo, Bing) in order to drive user traffic to your website.

6. SEARCH ENGINE OPTIMIZATION

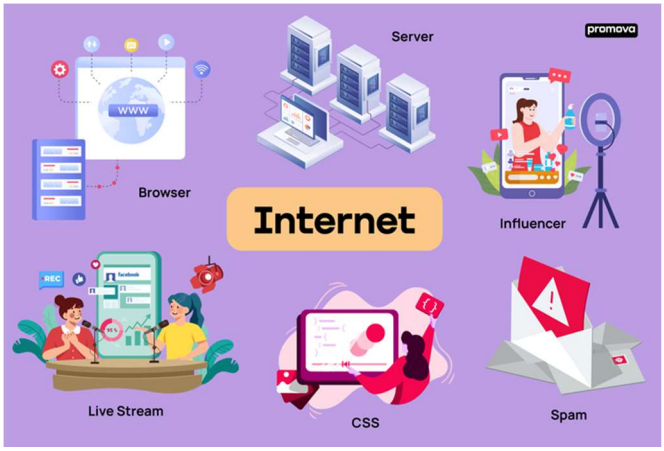
SEO is the internet marketing practice of optimizing a website so that it's more likely to show up in unpaid search results (e.g. it's one of the first sites to appear when you Google a related topic).

7. TRAFFIC

Traffic is the total amount of users who visit a website. Overall traffic is then broken down into specific types of visits—like unique visitors and total clicks.

8. ENGAGEMENT

Engagement is the term used for likes, shares, comments, and other interactions with a business' social media presence. It's one metric companies use to measure and evaluate their social media performance.



8. EMBEDDING

Embedding is the process of putting social media content on a web page. When you see a YouTube video on a blog you're reading, or a tweet posted on a business' website you're checking out, that's an example of embedding. Embedding is done through HTML code, and most social media sites have an "Embed" option that gives you the exact code you'll need.

9. INFLUENCER

Influencers are individuals with a presence on social media who use their platform to affect group opinions and behavior. Celebrities who use Twitter, YouTubers with legions of subscribers, and activists organizing on Facebook are all examples of social media influencers.

10. MICROBLOGGING

Microblogs are a subset of traditional blogs where instead of longform content, short messages consisting of a few sentences, an image, a video, or a link are posted and shared. Twitter, Google+, Tumblr, and Facebook are all considered microblogging platforms.

11. CLOUD COMPUTING

Cloud computing refers to the delivery of various services using the internet. It provides users with an alternative data storage method, which they can use to store information on a remote database, rather than on hard drives and local storage devices. This can allow users to access information from wherever they are by using their electronic devices.

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12. COOKIES

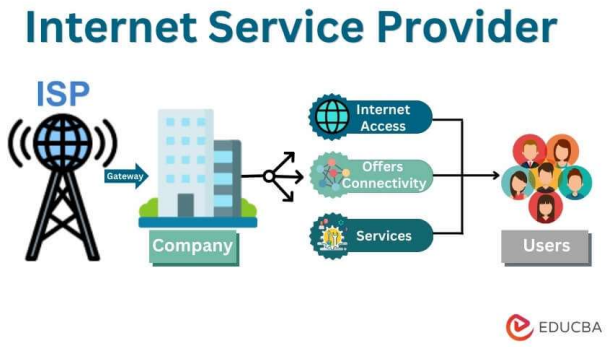
A cookie is a piece of data a web server sends to a browser. It comprises unique identifiers web servers can use to remember you, your preferences and online browsing patterns. This allows the server to customize advertisements and other internet content to your preferences to provide a more satisfactory user experience.

13. ENCRYPTION

Encryption is the process of converting data into a code that's hard to decipher, which helps keep the data private. Encryption converts human-readable plain text to incomprehensible text, known as ciphertext, using cryptographic keys. It involves scrambling data, so only official parties can understand the information.

16. Internet Service Provider (ISP)

ISP is an acronym for an internet service provider. It's a company that provides internet connections and services to people or organizations. These companies also may offer software packages, such as browsers and email accounts.



15. FIREWALL

A firewall is a type of software programmers use to protect a network from outside connections. It monitors, filters and analyzes a network's outgoing and incoming traffic based on its preset security policies. It can protect your computer data by managing network traffic and blocking unsolicited incoming traffic.

14. ETHERNET

It involves connecting devices in a wired local area network (LAN) or wide area network (WAN), enabling them to communicate using a common network language. An Ethernet connection is faster, more secure and more reliable than a Wi-Fi connection.

17. INTRANET

An intranet is an organization's private network to communicate internally and store information securely. It can improve employee communication among one another and with their managers, leading to increased company productivity. An effective intranet comprises file sharing, custom branding options, analytical features, mobile access, personalized timelines and automatic archiving.

18. MALWARE

Malware is a term for malicious software unethical hackers use for illegal access or to harm a system. They can include viruses, spyware, adware and ransomware. Organizations can hire cybersecurity professionals, such as ethical hackers and penetration testers, to develop security systems that can identify and protect computer systems against malware.

19. MODEM

A modem is a piece of hardware that lets computers transmit information along telephone lines. It converts signals to a form compatible with another device. The main purpose is to provide internet access. You can connect your modem and computer directly without a router using an Ethernet or USB cable.

BANDWIDTH: This refers to the total amount of energy transmitted over a connection at a given time.

BIOMETRICS: Biometrics are the physical characteristics that technology systems use to identify a given user.

BIT: This term is the smallest unit of measurement in computing.

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INTERNET TERMINOLOGIES 3

CROSS-PLATFORM: This refers to the ability of a program to run on multiple devices.

CSS: CSS, OR CASCADING STYLE SHEETS, is a computing language that programmers can use to stylize elements written in a computer markup language like HTML.

Domain: A domain is the location of a given website..

FRAMEWORK: This is a tool that offers software developers basic functionality to accelerate the software development process.

HOMEPAGE: This is the first page of a website that a user visits after clicking on the link.

HTML: This is an acronym for hypertext markup language, which Internet browsers use to determine how to display information.

PHISHING: This term refers to fraudulent or unauthorized emails from scammers trying to gain confidential information from a user.

SaaS: SaaS or software-as-a-service is any type of software that operates on a subscription model.

UNZIP: This is the process of taking a compressed file and expanding it to its original size.

URL: This is a term for a website's unique identifier.

USER EXPERIENCE: User experience represents an application's ease of use.

USER INTERFACE: User interface represents the elements of an application that a user can interact with, such as the display and menus.

VPN: This is an acronym for virtual private network, which is a service that creates a secure, protected Internet connection for users on a public network.

WiFi: WiFi is a group of wireless network protocols that allow users to access the Internet.

ZIP: This refers to the process of compressing a large file so that it uses less memory.

E-BOOK : An **ebook** (short for electronic book), also known as an e-book or **eBook**, is a book publication made available in electronic form, consisting of text, images, etc.

ROUTER: A router is a computer and networking device that forwards data packets between computer networks, including internetworks such as the global Internet.

MOBILE APP; A mobile application or app is a computer program or software application designed to run on a mobile device such as a phone, tablet, or watch

WEBSITE: A website is a collection of related web pages that share the same domain name.

BROWSER: A browser is a software program that allows users to access the Internet.
BUG: A bug represents an error in software coding that prevents a program from working.
CACHE: This is where a computer stores information from a web page to make it easier to access.

ChatGPT: It is trained to follow an instruction in a prompt and provide a detailed response.

AFFILIATE MARKETING : Affiliate marketing is a strategy where businesses reward individual affiliates (people or organizations outside the business) for bringing in new customers or visitors through ads or content on the affiliate's website.

Facebook Instagram YouTube Twitter
Search & Follow
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SOCIAL NETWORK

Social networking refers to using internet-based social media sites to stay connected with friends, family, colleagues, or customers. Social networking can have a social purpose, a business purpose, or both through sites like Facebook, X (formerly Twitter), Instagram, and Pinterest.

TOP SOCIAL MEDIA SITES

1. Instagram
2. Snapchat
3. LinkedIn
4. Pinterest
5. Facebook
6. TikTok
7. Reddit
8. YouTube
9. WhatsApp

EMAIL PROVIDERS

Email service providers are **technology companies that make it easier for people to build email** lists and send emails.

Popular Email Providers Are:

1. Gmail
2. Zoho
3. Yahoo! Mail
4. ProtonMail
5. GMX
6. Outlook.com
7. AOL Mail
8. Mailfence
9. iCloud Mail

BROWSERS

A web browser **takes you anywhere on the internet, letting you see text, images and** video from anywhere in the world.

Popular Browsers Are:

- Google Chrome
- Firefox
- Microsoft Edge
- Opera
- Safari
- UC Browser
- Internet Explorer
- Brave

Q 1. Which of the given combinations of File type and its extension is incorrect?
1. MS Word – .doc
2. MS Excel – .xls
3. MS PowerPoint – .ppt
4. MS Outlook – .out
5. All of the above are correct

Q 2. The cell reference for a range of cells that starts in cell D2 and goes over to column F and down to row 12 is?
1. D2:F12
2. D-2:F-12
3. F12:D2
4. F-12:D-2
5. None of the above

Q 3. Which of the following is not a view format for a PowerPoint presentation?
1. Slide View
2. Outline View
3. Slide Show View
4. Presentation View
5. All of the above are a view format

Q 4. MS Access is considered to be DBMS. What does S stand for in DBMS?
1. System
2. Solution
3. Software
4. Settings
5. None of the above

Q 5. Which keyboard shortcut key can be used to save a document directly?
1. Ctrl+S
2. Ctrl+D
3. Ctrl+F
4. Alt+S
5. Shift+S

Q 6. Which of the following MS Office applications be used to show the development data of a company with pictorial and audio/visual format, whereeach page gives different information?
1. MS Word
2. MS Excel
3. MS Outlook
4. MS PowerPoint

Q 7 To create a new paragraph in MS Word document, which of the following keyboard keys can be used?
1. Tab
2. Enter
3. Alt
4. alt+@
5. Shift

Q 8. Which of the following is not a version of MS Office?
1. Microsoft Office 3.0
2. Microsoft Office XP
3. Microsoft Office 2007
4. Microsoft Office 1995
5. Microsoft Office 2009

Q 9. Which of these is the file extension for Microsoft PowerPoint presentation?
1. .ppp
2. .ppt
3. .mpp
4. .mp3
5. .mpt

Q 10. Which of the given type of software is similar to that of an Accountant's worksheet?
1. Spreadsheet
2. Database
3. Graphics
4. Document
5. PowerPoint Presentation

Q 11. Which keyboard keys can be used to align the text to the left side of the document in MS Word?
1. Alt+L
2. Alt+Spacebar
3. Ctrl+L
4. Ctrl+Spacebar
5. Tab+L

Q 12. The block in an MS Excel spreadsheet where a column and row intersects each other is called _____. What shall come in place of the blank?
1. Key block
2. Cell
3. Square
4. Box
5. None of the above

Q 13. What is the command "Ctrl + PageUp" used for?
1. Moves the cursor one Page Up
2. Moves the cursor one Paragraph Up
3. Moves the cursor one Screen Up
4. Moves the cursor one Line Up
5. None of these

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ADDRESS(₦1,522.5)
EMAIL (₦1,522.5)
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Below is what NIMC will charge you depending on the modification you want to make on your National Identity Number (NIN)
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DATE OF BIRTH (₦16,340)
ADDRESS (₦ 1,522.5)
EMAIL (₦ 1,522.5)
...
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Dial the NIN code for MTN, *996# from your MTN line. Follow the prompts accurately to input your 11-digit NIN. Complete the process as directed by the prompts.

HOW TO LINK NIN TO 9MOBILE

The code to link your NIN to your 9mobile number is **996#*. Here's how to use it:
Dial ** 996# * on your 9mobile phone.
You will see a menu with three options:

HOW TO LINK NIN TO GLO NUMBER

The Glo NIN link code is *109#, which links your National Identification Number (NIN) to your GLO number. Dial "109NIN#" on your GLO phone to complete the linking process in no time

glo MTN 9mobile airtel

HOW TO LINK NIN TO GLO NUMBER

The Glo NIN link code is *109#, which links your National Identification Number (NIN) to your GLO number. Dial "109NIN#" on your GLO phone to complete the linking process in no time

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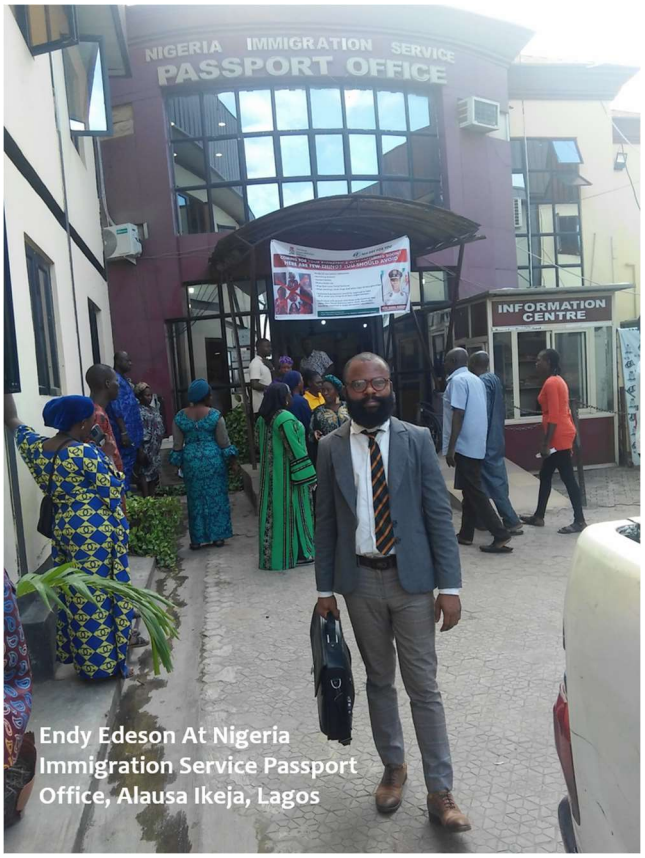
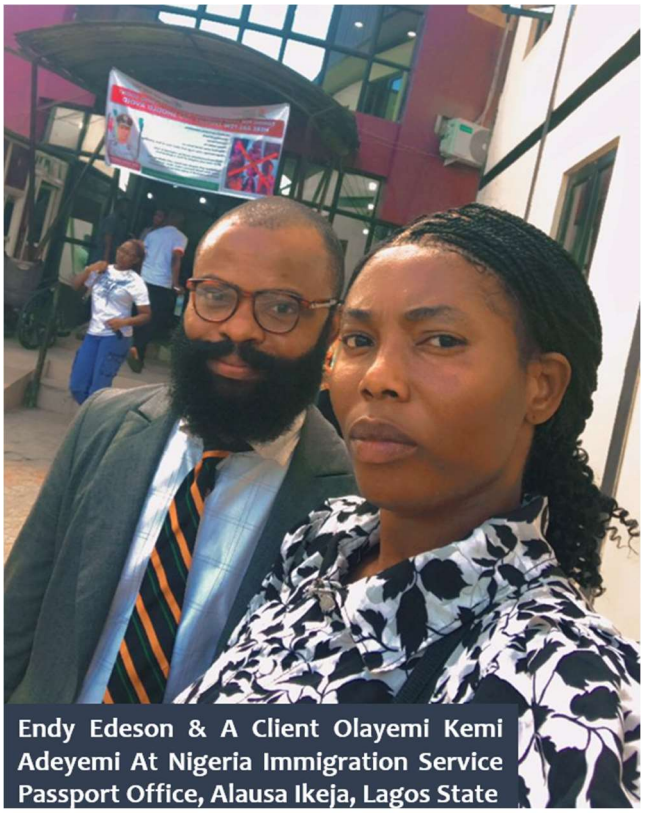


Endy Edeson At Nigeria Immigration Service Passport Office, Alausa Ikeja, Lagos


Endy Edeson & A Client Olayemi Kemi Adeyemi At Nigeria Immigration Service Passport Office, Alausa Ikeja, Lagos State

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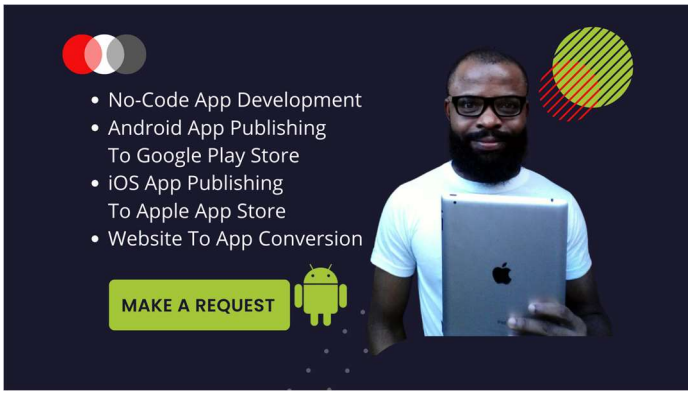
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• iOS App Publishing
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• Website To App Conversion
MAKE A REQUEST

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Make Money Working From Home
Show Skills & Get New Clients
Link Up With Other Freelancers

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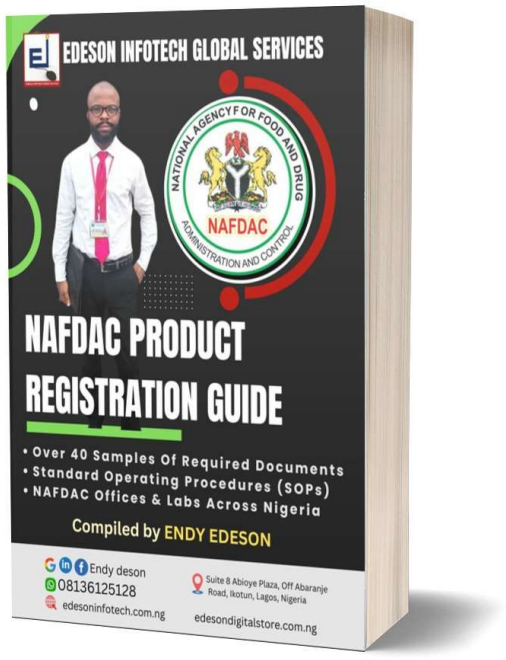
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• Standard Operating Procedures (SOPs)
• NAFDAC Offices & Labs Across Nigeria
Compiled by ENDY EDESON
Endy deson
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- ✓ Business cards, letterhead & envelopes
- ✓ Flyers and Logo Designs
- ✓ Posters, banners and signage
- ✓ Social media graphics
- ✓ digital marketing ads
- ✓ Curriculum Vitae Design
- ✓ Company Profile Design
- ✓ PowerPoint Presentation
- ✓ Video Editing For YouTube
- ✓ Complementary Cards

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POSITION : DIRECTOR
SIGNATURE:

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2. You can apply for loans and grants when your business is registered.
3. A registered business can get interns from NYSC.
4. You have better access to investors with a registered business as investors look at the business structure first before investing.
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COMPANY POST INCORPORATION; CAC TO REMOVE DORMANT COMPANIES, CHECK IF YOUR COMPANY IS AMONG. EDESON CAN HELP YOU FILE FOR ANNUAL RETURNS AND OTHER POST INCORPORATION SERVICES

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The Corporate Affairs Commission (CAC) has issued a notice to dormant companies, granting them a 90-day grace period to submit all outstanding annual returns or risk being delisted from its registry. According to a statement released by the commission, these companies have failed to file their annual returns for a period of 10 years. The CAC emphasized the importance of compliance with regulatory requirements to maintain active status in its registry. You must file for Annual File Returns in order to keep your business ACTIVE with CAC.

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Business Consultant, Lagos
08136125128
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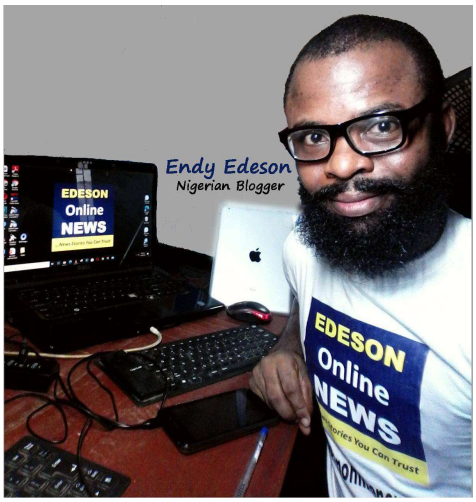
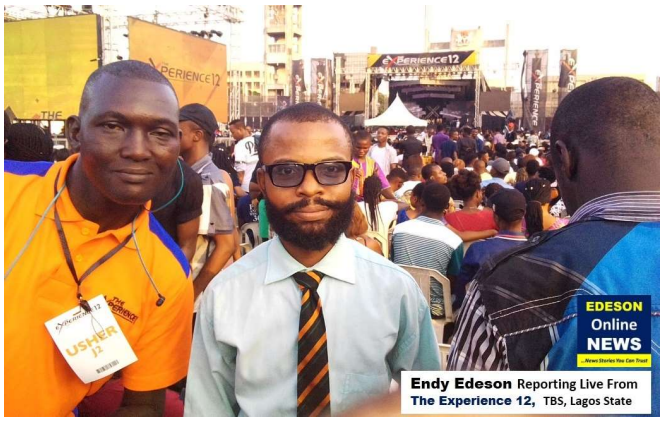
EDESON AT CAC OFFICE ALAUSA IKEJA LAGOS

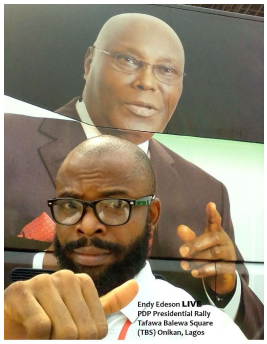
I served as a Consultant for business owners. Before the digital ertificate era, I took my clients to Corporate Affairs Commission office to collect their CERTIFICATES when their registration is approved.

Edeson Online News is a subsidiary of Edeson InfoTech Global Services, a freelance company. Endy Edeson is the founder and editor-in-chief of Edeson Online News.

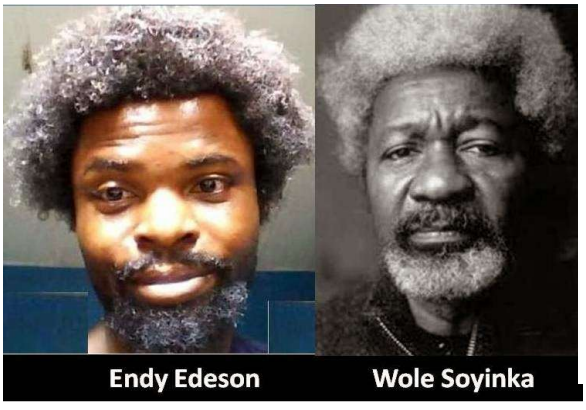


Edeson Online News focus on general news updates such as; Politics, Sports, Entertainment, Technology, Motivation, Sports, Health Business, Documentaries, Live Reports, Tutorials etc.





Endy Edeson Reporting Live At 2019 PDP Presidential Rally, Tafawa Belewa Square (TBS) Lagos State,

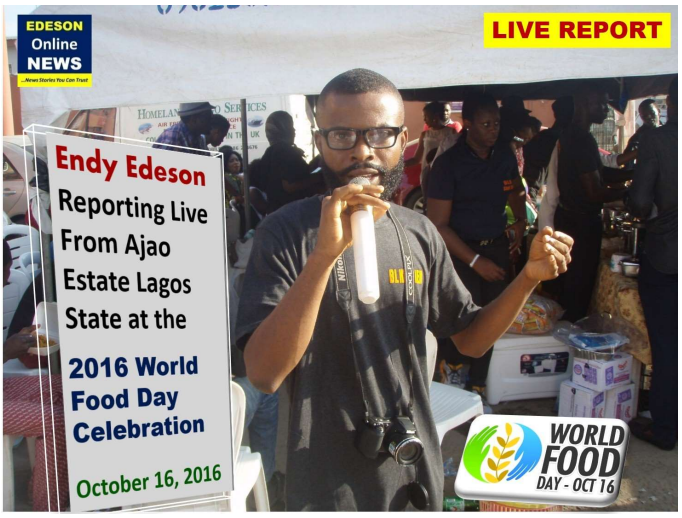


In 2011, Edeson adopted Professor Wole Soyinka as his "mentor" by keeping afro Hairstyle just like Soyinka with the

Endy Edeson Live At Ikorodu Road Lagos

Endy Edeson Reporting Live As French President Emmanuel Macron Visits Fela Shrine Lagos State Nigeria in 2018

Endy Edeson Voting At Oroki Polling Unit, Igando Lagos During 2019 Presidential Election

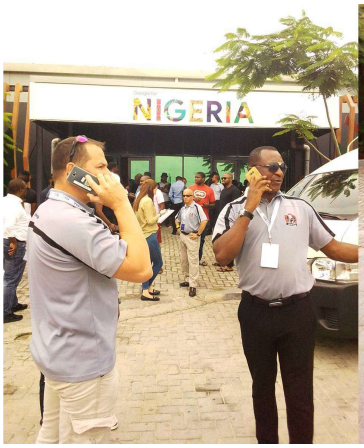


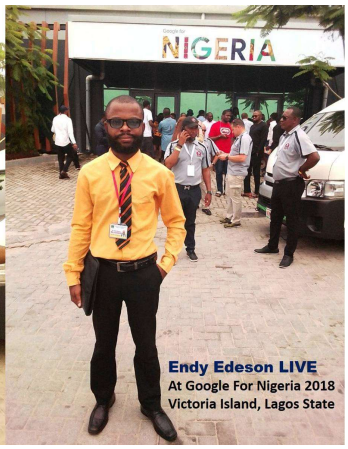
ENDY EDESON ATTENDS WEST AFRICA BLOGGERS CONFERENCE 2016 AT GRA IKEJA LAGOS STATE, NIGERIA

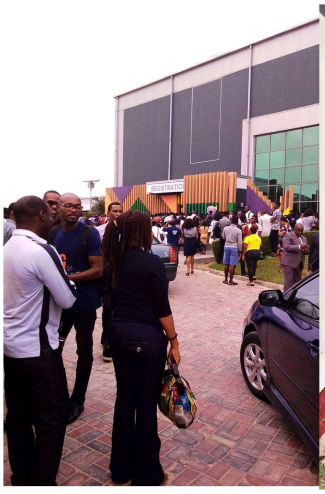
Edeson attended 2016 West Africa Bloggers Conference. The event started on January 22 and ended on January 23, 2016. It was packaged by **Advert Striker** and sponsored by **MTN Nigeria**. It's the 2nd edition of West Africa Bloggers Conference (WABC 2016). Venue of the event was **the Banquel hall of Berkeley Hotel 9B Isaac John street Ikeja GRA Lagos State.** Successful Nigerian bloggers and Veteran Journalists were the main speakers of the event

Endy Edeson Attends Google For Nigeria Publishers Masterclass 2018 At Victoria Island Lagos State.

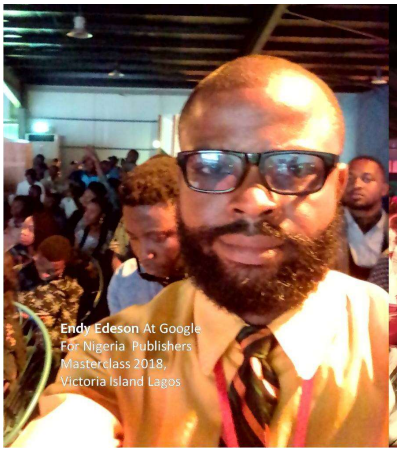
Endy Edeson attended **Google For Nigeria Publishers Masterclass** on July 26, 2018 at Landmark Event Centre Victoria Island Lagos State. It was a 2-day event scheduled on July 26 and 27 2016. The event was organised by Google, and it brought together Google users, partners, bloggers, fashion designers, innovators, entreprenuers or anyone striving to succeed in any industry.

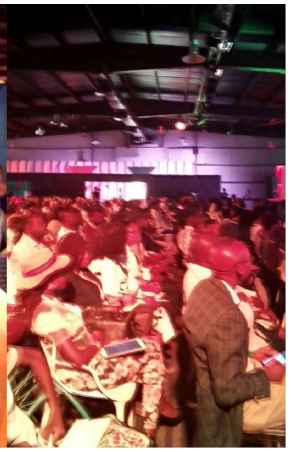


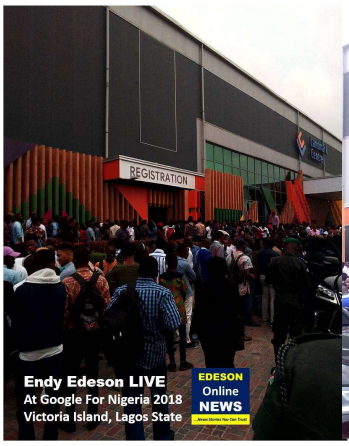


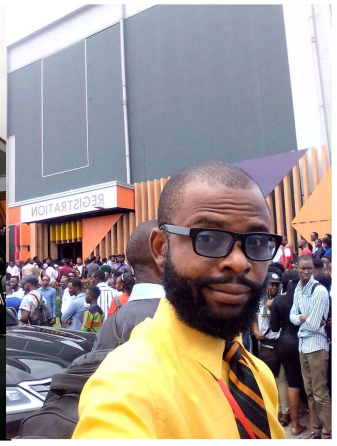


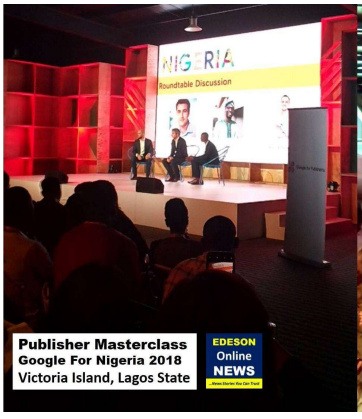
It was the biggest Tech/Entrepreneur event in Lagos State in 2018. Students, Youth Corpers, company owners, musicians, artists, all came to showcase or connect with like minds at the event.

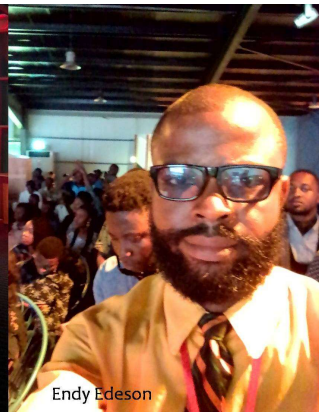








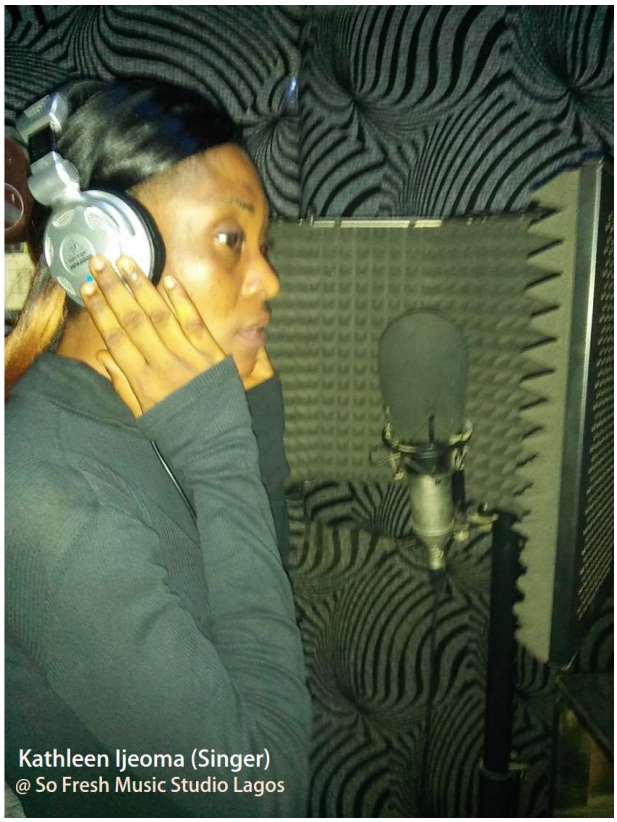


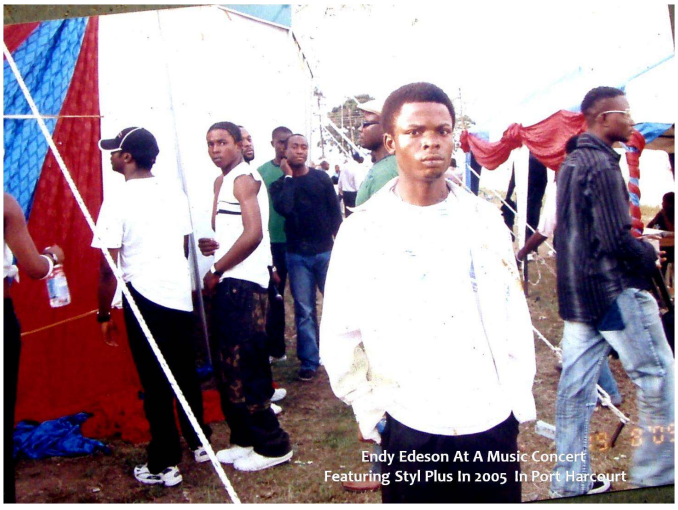


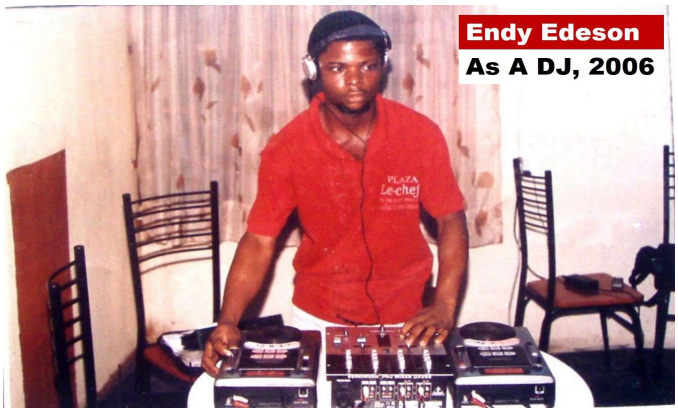
There was a roundtable discussion with The Guardian Newspaper Head Of Ad, Mr. Kola Akintola who disclosed how The Guardian manages its online presence and that the firm first launched its website in 2001.

Edeson Music Blog is a music portal with focus on both Nigerian and Foreign Music. It was first Launched in 2013 by Nigerian blogger Endy Edeson, and used to be known as Nigerian Music Planet.

We promote/publish music from Nigeria to the world, all genres of music is welcomed on this blog. **Edeson has served as Manager for upcoming musician Kathleen Ijeoma in 2022.**







Endy Edeson participated in Hope Foundation Group visit to three hospitals in Lagos State in 2016 to show affection and present gifts to patients. The three hospitals are: Military Hospital Yaba, Lagos University Teaching Hospital (LUTH), and Orthopedic Hospital Igbobi, Lagos. **Endy Edeson also served as Website Administrator and online blogger for the Organization**

The founder of the organisation, Mary Ogbeh, a Public Health Advocate based in United States, in a chat with Edeson Online News, said she is working on carrying out more initiatives that will benefit the people especially the poor. It may interest you to know that **Hope Foundation Group Inc** is an International Charity Organisation with branches in United States, Canada, Nigeria, and other parts of the world.

Edeson Fashion Blog uncovers the top Fashion Models, Trends and Products. Our blog section provides comprehensive fashion guide. We sell latest fashion products.

Endy Edeson met Professor Emdad Khan, the inventor of Internet Speech in Lagos and they both traveled to Osun State and Oyo State for Business conference. Professoor Khan is a Professor Of Computer Science and apioneer in the Internet voice space, and expert in AI, ML, NLP & Analytics, Khan is a frequent speaker in AI, NLP/NLU, Machine Learning (ML)

PROF KHAN Education

- BS Electrical Engineering — Bangladesh University of Engineering &
- Technology, Bangladesh
- MS Electrical Engineering — University of New Orleans, USA
- MS Engineering Management, Stanford University, USA
- PhD Computer Science — University of California, Santa Cruz, USA

E-agriculture is a global initiative to enhance sustainable agricultural development and food security by improving the use of information, Communication, and associated technologies in the sector. A Non-Governmental Organization, Patriotic Youth Initiative for PovertyEradication (P.Y.I.P.E.) based in Ibadan recently launched E-agriculture initiative for efficient farming in the State.

The editor of Edeson Online News, Mr. Endy Edeson was LIVE at Ibadan to cover the event. The occasion held at seminar hall of Nigerian Institute of Social and Economic Research (NISER), Oyo road, Ibadan, Oyo State. The guests at the event includes Chief Udoma Udo Udoma, Minister for National Planning & Budget; Chief Audu Ogbe, Minister for Agriculture; Prof. Victor Abimbola Adeyeye, Chairman P.Y.I.P.E; as well as Oyo State permanent Secretaries and host of others.

The focal point noted was the need to embrace e-agriculture and use of internet in enhancing output in agriculture and other businesses.

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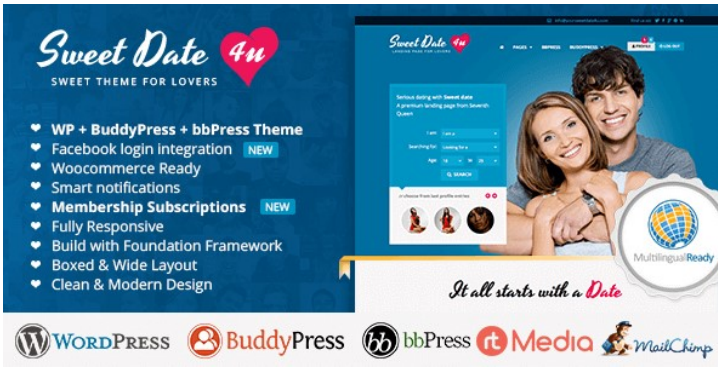

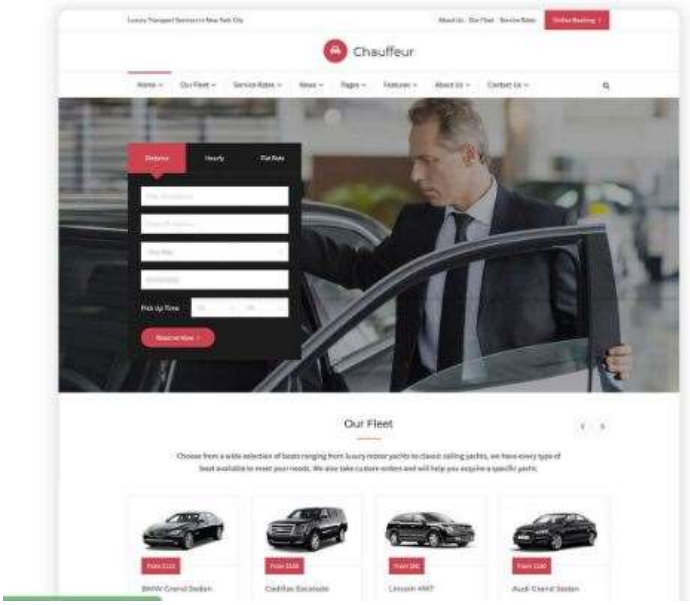

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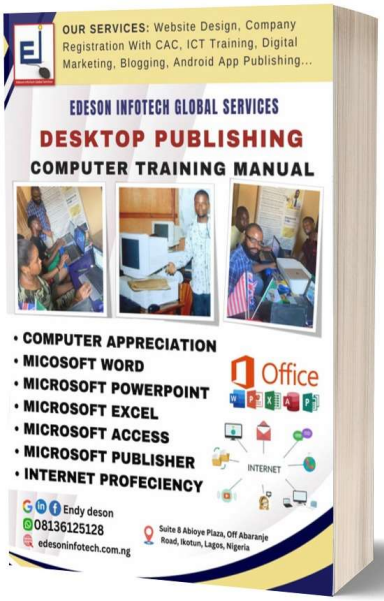
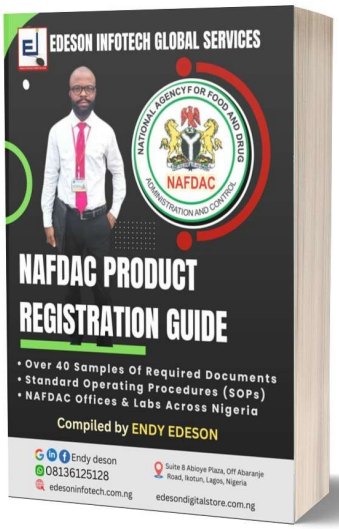
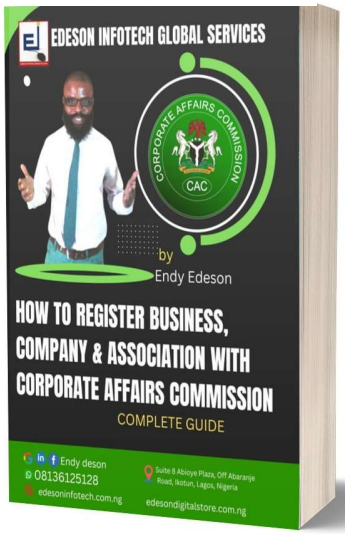
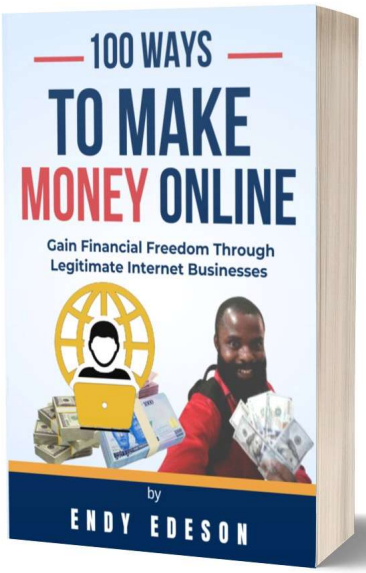
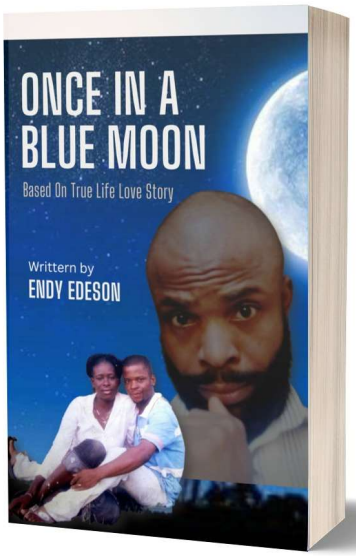
Written by Endy Edeson











Endy Edeson developed interest in writing books as far back as 2004 but publication of his books was delayed. Fortunately, with the advent of Internet, Edeson is now leveraging on digital technologies to bring his ideas to life.

Listed here are collection of some of the e-books he authored. There is so much to learn and unlearn after reading his tech eBooks. Order for your copies now on Amazon Store, Sellar and **Edeson Digital Store**.

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